BLUE LINK Solutions

# User Guide

BLUE LINK ASSOCIATES LIMITED

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# 1: Introduction

Congratulations on your purchase of Blue Link Solutions. Blue Link Solutions is easy to use business management software. The documentation provided in this manual, and in the on-line help screens, is presented in the format of a reference guide. Users seeking training on accounting and procedural issues should contact their dealers for information specific to your particular situation.

### *1.1.1.1 Registering Software*

A unique code number protects our software. This number is based on a combination of your **company name** as entered into Blue Link Solutions, your serial number (as assigned by Blue Link), and the version of Blue Link Solutions which you have loaded. In order to use Blue Link Solutions with your own company name, you need to register the software.

**WARNING: Do not change the company name until you have obtained an unlock code from Blue Link Associates at (905) 660-0599 OR 1-877-BLU-LINK (258-5465).**

Use the instructions in the installation chapter of this manual to install the software onto your computer.

### *1.1.1.2 Username and Password for Sample Data File*

A sample company data file, "Blue Link Giftware Inc." has been provided as an example for you to experiment with. The product is fully functional with one exception – **you cannot change the company name**. If you do, Solutions will assume that you are ready to proceed with the registration procedure, and you'll be required to enter a new registration code. If you haven't already obtained the code, you'll be locked out of Solutions.

The username and password for the sample data file are:
Username: **Admin** Password: **Admin**

### *1.1.1.3 Obtaining an Unlock Code for Your Company Name*

As mentioned previously, you cannot change the company name of the sample data file until you've called to obtain a registration number.

When you call, please be sure that you have the following information available:

- The version of Blue Link Solutions that you are using.
- The serial number located on the back cover of this manual.
- The exact spelling of your company name including any short forms, periods and commas.

You may call the following telephone number in order to register your Blue Link Solutions package:

**(905) 660-0599 OR 1-877-BLU-LINK (258-5465)**

#### 1.1.1.4 Trademarks

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#### 1.1.1.5 Disclaimer

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# 2: Installation

Your Blue Link Solutions package should include, as a minimum, the following:

1. This user guide.
2. Blue Link Solutions CD-ROM.
3. Software license agreement.

If any of the above items are missing, please contact your dealer immediately.

# 2.1 Installation Procedures

For more information on installation procedures see the Blue Link Solutions SQL reference guide. Ask your Blue Link contact for this document.

# 2.2 System Requirements

## 2.2.1 Recommended Client Hardware:

| Client / Server Configuration | Terminal Server Clients |
|---|---|
| ? A personal computer with a Pentium™ III, Celeron 300Mhz, AMD Duron (or better) processor.<br>? A minimum of 64 megabytes of RAM, 128MB Recommended.<br>? At least 100 megabytes of available hard disk space.<br>? Microsoft Windows 98™, Windows ME™, Windows NT™, or Windows 2000/XP™ (for best performance and reliability we *strongly* encourage the use of Windows 2000/XP Professional for all workstations).<br>? A display resolution of at least 800 by 600.<br>? 100Mbit Network Card. | ? A personal computer with a Pentium™ II (or better) processor.<br>? A minimum of 32 megabytes of RAM<br>? At least 10MB of available hard disk space (Note, more space may be required for local printing.)<br>? Microsoft Windows 98™, Windows NT™, or Windows 2000/XP (clients running Windows 2000 or Windows XP do not require additional Terminal Server licenses).<br>? A display resolution of at least 800 by 600.<br>? 10/100Mbit Network Card. |

## 2.2.2 Recommended Network Specification

1. 100base-T *switched* network
2. Category 5 cabling (Certified)
3. Name Brand Network cards (3COM 100BaseTX, Intel 100 Base TX)
4. Dedicated Windows 2000 Server or Windows 2000/XP workstation

**Note:** **To take full advantage of Blue Link Solutions integration with Microsoft Outlook *public folders* a Microsoft Exchange Server is required. Microsoft BackOffice™ Small Business Server is an affordable alternative that includes Windows NT, Exchange Server™, Proxy Server™, SQL Server™, Web Publishing, Network Fax and More.**

## 2.2.3 Terminal Server

Terminal Server allows remote users to connect to and open "virtual computer" sessions. The Terminal Server takes on all processing tasks, sending only display and input information across the network. This allows many remote users to run Blue Link Solutions remotely, at the same time, using the same hardware.

Use Terminal Server to do one or more of the following:

- ? Grant remote users access to your accounting system
- ? Allow remote salespeople to enter orders, view customer status, etc.
- ? Extend the life of the computer hardware in your office
- ? Allow remote warehouses to check on inventory status, pick and ship orders, receive against purchase orders, etc.
- ? Eliminate modem long distance charges by allowing users to connect to their local Internet provider.
- ? Do anything they could do if they were at the office

At this writing, the following Terminal Server products were available. Highlighted are some of the "extra" features that may be convenient to have.

| Product | Supports Local Printing | Supports Clipboard Transfers | Supports Session Monitoring | Supports Multiple Protocols |
|---|---|---|---|---|
| Microsoft Windows 2000 Server and Advanced Server | X* | X | X | |
| Citrix Extensions for Windows 2000 | X* | X | X | X |

*Note: in some cases, it may be beneficial to configure local printers as TCP/IP printers on the server, rather than have them be auto-configured by the Terminal Server client. The guide to configuring Blue Link Solutions in a Terminal Server environment details the steps required to enable automatic mapping of remote printers. (http://www.bluelink.ca/downloads/2002-04-09-TerminalServerInstructions.pdf -- Please note, this document is updated frequently, please check the support section of our site for the latest version of this document.)

### 2.2.4 Configuring Blue Link Solutions for use in a Terminal Server Environment

Do the following to configure Blue Link Solutions on a Terminal Server:

- Download the Terminal Server configuration guide from the following URL:
  - http://www.bluelink.ca/downloads/2002-04-09-TerminalServerInstructions.pdf (Please note, this document is updated frequently, please check the support section of our site for the latest version of this document.)
- Follow the steps in this guide.
  - The guide contains all of the technical information required to configure your terminal server.

# 2.3 Using Blue Link Solutions

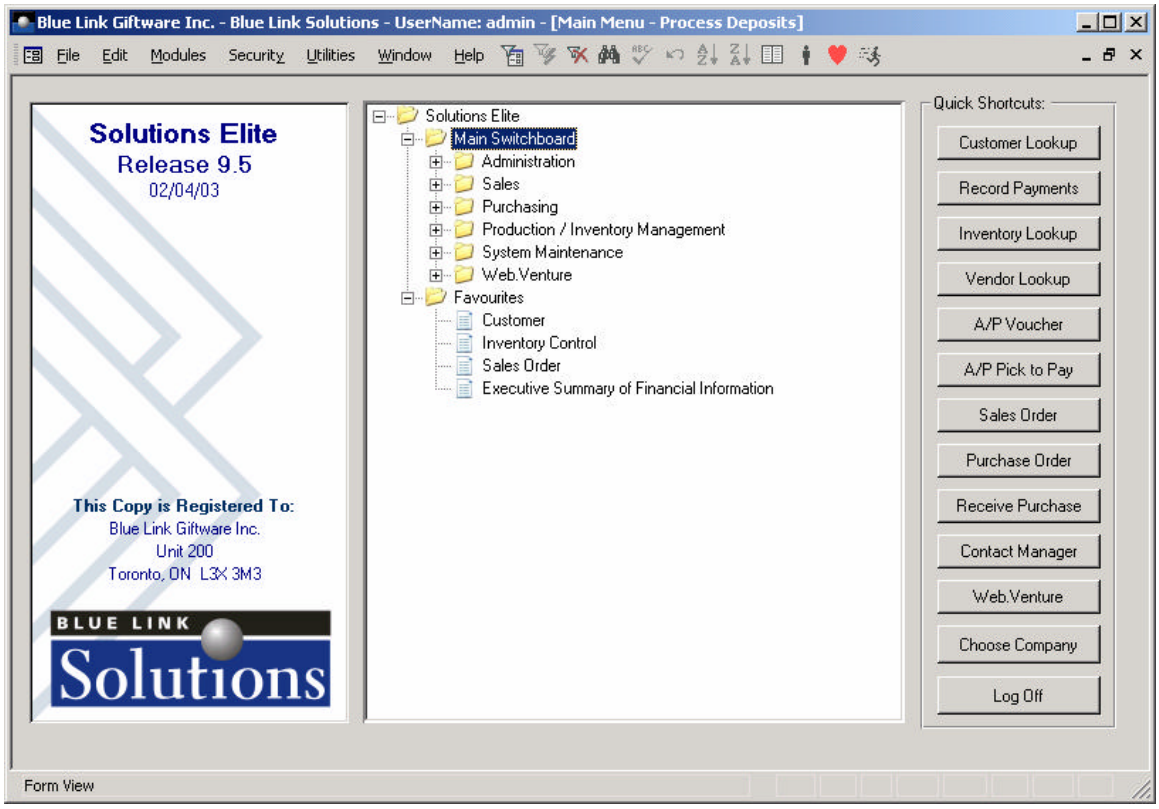
## 2.3.1 Starting Blue Link Solutions

1. From your Windows Desktop, choose the icon for Blue Link Solutions and either double click it or press the <Enter> key to execute the program

or

Choose **Start | Programs | Blue Link Solutions Elite**
then click "Elite" for Solutions Elite, or "Professional" for Professional

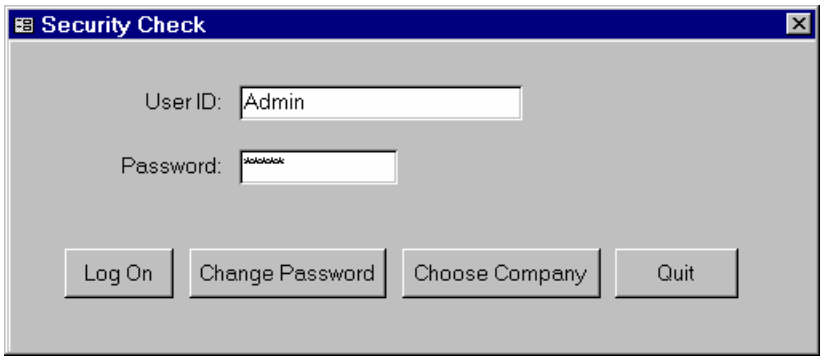
2. The program will display the Blue Link Solutions Explorer Menu:




3. The security system will require you to log on as soon as you start up Blue Link Solutions, before you can access the Explorer Menu. Type in the User ID and Password assigned to you.

| | |
|---|---|
| **Note:** | **If you are connected to the wrong data file, you may be denied access. To connect to the correct data file, click the "choose company" button as described below.** |

The default User ID is "**Admin**" and the password is "**Admin**"




4. Click the "Log On" button

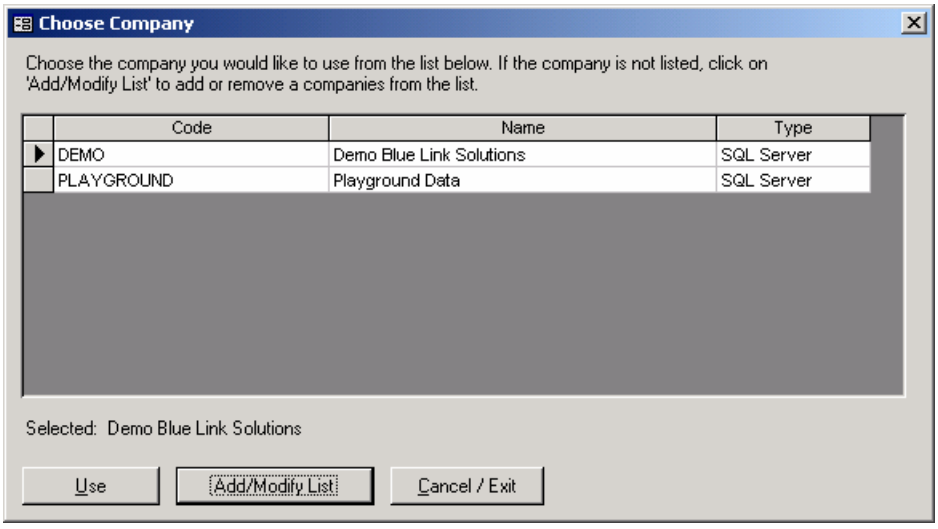
5. Once you have successfully logged on as a specific user, you may navigate the menu structure depending on the permissions assigned to your User ID. (See **Chapter 3 – Security** for more details on User ID's and permissions).

6. Once the Explorer Menu is displayed, you are ready to access the various program modules of Blue Link Solutions.

## 2.3.2 CHOOSE COMPANY BUTTON

Blue Link Solutions allows you to work with many company files. This functionality allows you to switch between live and playground data files, or manage the books of more than one company.

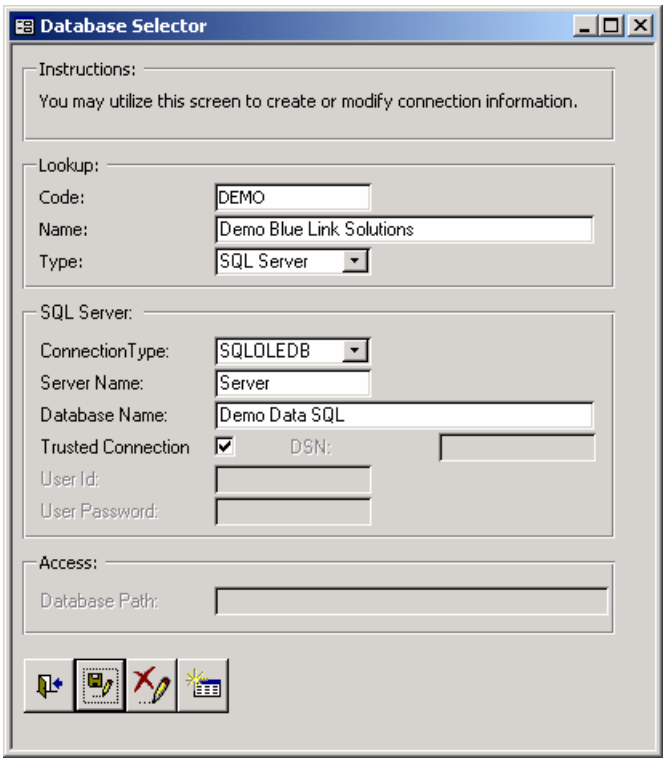
To add additional data files to the menu, you may click the "choose company" button to display the following screen:



## *Use*

To switch to a different company file, select the file from the list then click the use button. Solutions will take a minute or two to establish the connection to the new data file.

**Add / Modify List**
Click this button to add a company to the list. For more information on setting up a database, see the Blue Link Solutions SQL reference guide.




**Code**
Give the name of the database a code for ease of reference.

**Name**
This is a more detailed description of the database.

**Type**
Choose type SQL Server

**Connection Type**
Choose connection type SQLOLEDB.

**Server**
This is the name of the server that SQL server or MSDE is installed on.

**Database Name**
This is the name of the database as given when attached through SQL Server.

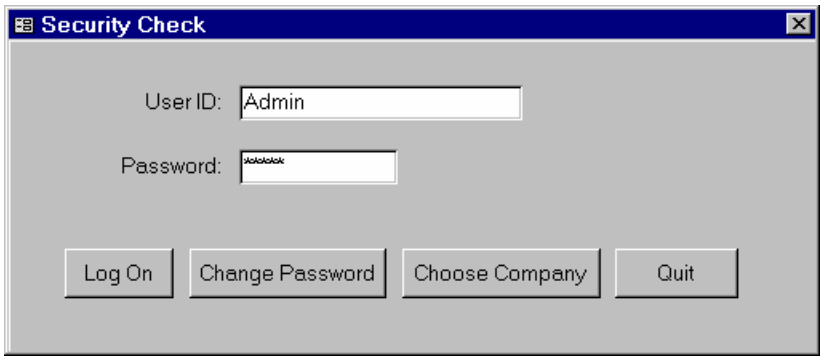
**Trusted Connection**
By default select true.

### *Remove from List*

Select the company entry then click this button to remove the entry from the list.

## 2.3.3 LOG OFF BUTTON

Click this button to log off the system. The Security Check screen is displayed:




Use this screen to:

- ? log on as a different user
- ? change your password
- ? change company files
- ? quit the system entirely

| | |
|---|---|
| **Note:** | **It is important to log off the system. Failure to do so may result in an incorrect number of user licenses being consumed by the system.** |

## 2.3.4 INTERNET FAQ BUTTON

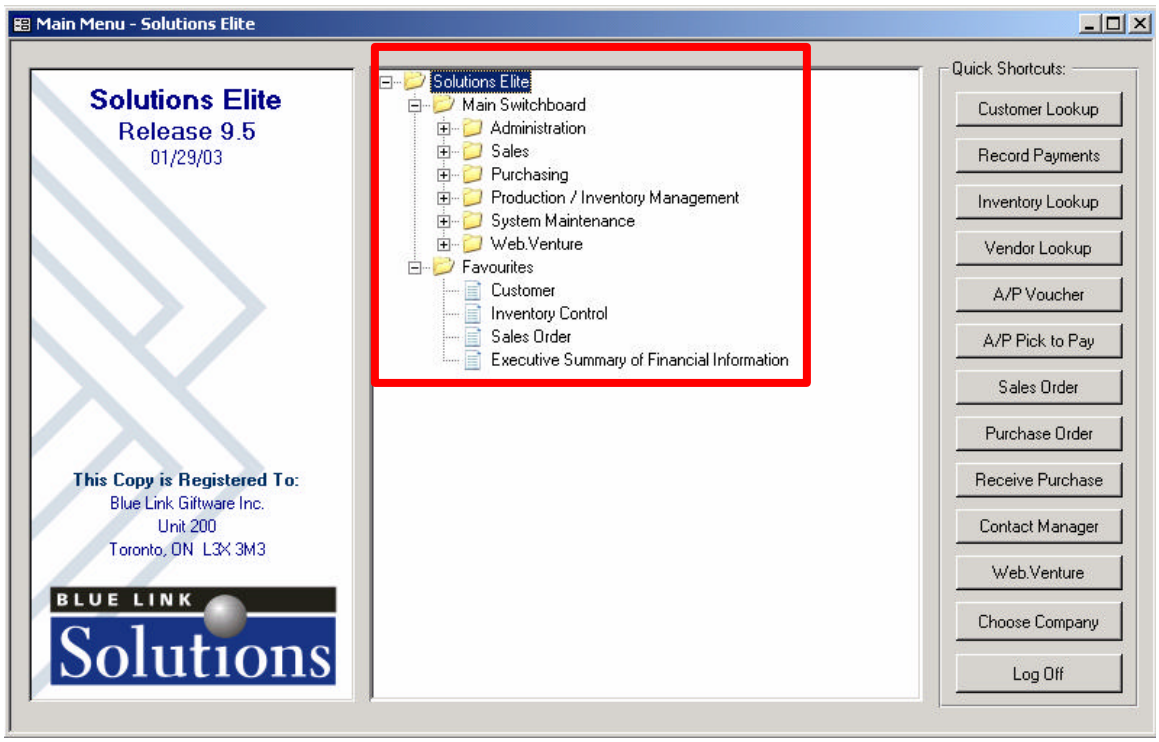
This button will link to Blue Link's web site and the Frequently Asked Questions (FAQ) page. It will start your Web Browser if it is not already open and start the Dial-Up program if you are not already connected to the Internet.

For the latest information about Blue Link Solutions, please visit our web site at www.bluelink.ca/support/faq.asp.

## 2.3.5 ACCESSING BLUE LINK SOLUTIONS MODULES

### *Using the Explorer Menu*

There are two ways to access the different modules in Blue Link Solutions. The first is the Explorer Menu.




The Explorer Menu is organized by function. For example, the Administration button leads to items that relate to all facets of administration. Similarly, the Sales button leads to items that are pertinent to a sales person.

You may add screens to the "Favourites" folder by opening that module and selecting a screen within that module. While in the actual screen that you want to return to again quickly, click on the "Heart" tool on the menu bar. The next time that Blue Link Solutions is started from this workstation, that module will be displayed under the "Favourites" folder without having to go through the modules to get to it. See Section 2.6 - Favourites, for more details.

### *Using the "Modules" menu*

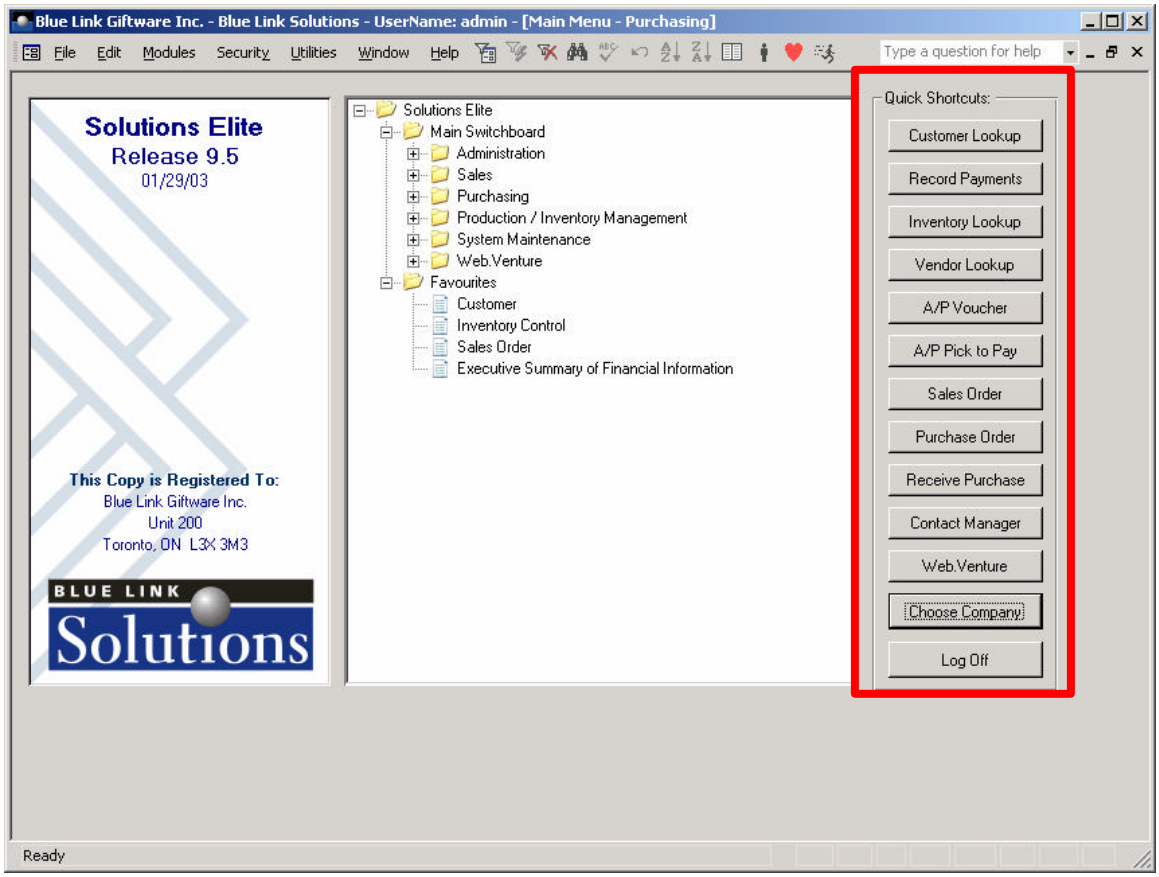
The second way to access the different modules in Blue Link Solutions is via the "Modules" menu.

The Modules pull-down menu structure is organized according to module. This menu allows you to access everything that you can from the Explorer Menu. There are certain features that can only be accessed through this menu.

To exit from Blue Link Solutions, or log on as another user, you may select the "**Log Off**" button from the Explorer Menu, or you may select Security, Log Off from the pull-down menus.

## *Using the Quick Shortcuts*

You may also click on the Quick Shortcuts on the far right of the main menu. These are a list of the commonly used modules.



# 2.4 Getting Around in Solutions

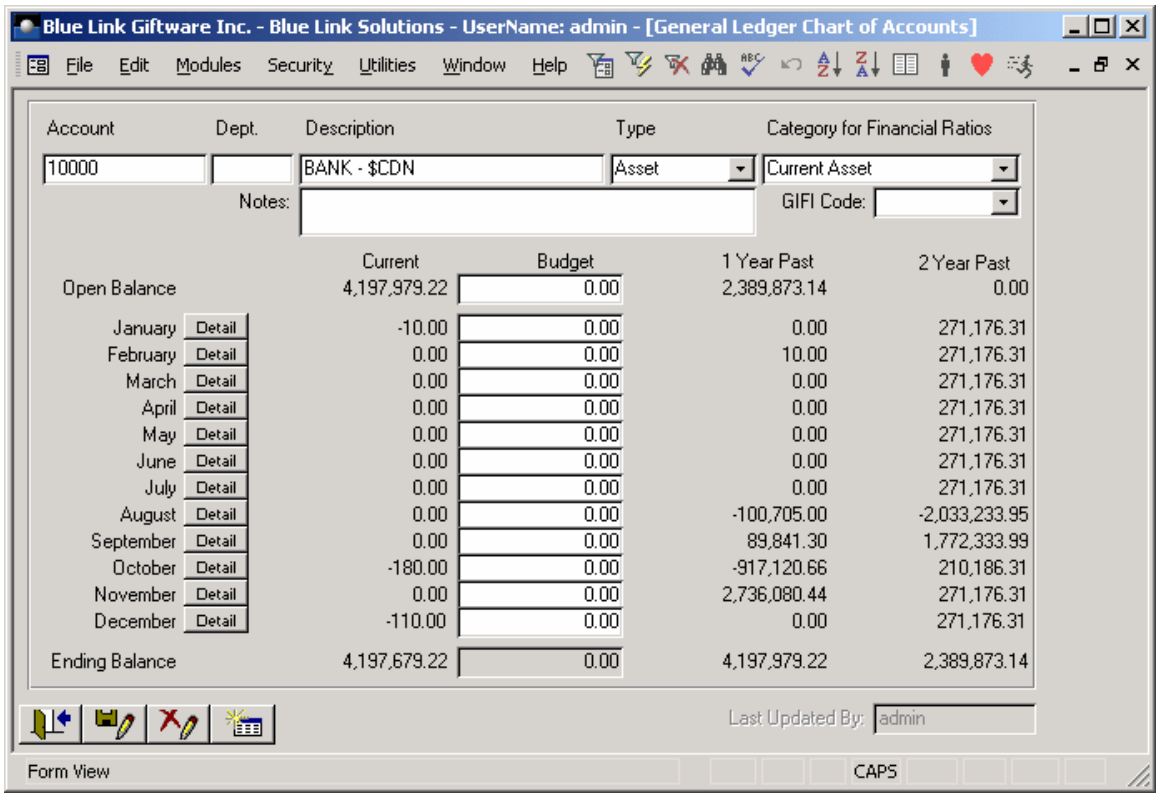
## 2.4.1 STANDARD KEY FUNCTIONS

You will find the function keys and keystroke combinations described below useful in moving around quickly within Blue Link Solutions.

| | |
|---|---|
| **<Tab>** | Moves the cursor to the next data entry field or button |
| **<Shift+Tab>** | Moves the cursor to the previous tab item field |
| **<Enter>** | Same as Tab, except when the cursor is on a command button, in which case it "clicks" the button |
| **<SpaceBar>** | Use the spacebar to toggle the value of a checkbox. |
| **<Ctrl+Enter>** | Forces a new line within the current field. |
| **<Ctrl+F>** | Opens the "Find" screen (same as clicking the binoculars button). Tip: Use instead of the binoculars button on "pop-up" screens such as sales history. Also, try right-clicking in datasheets on pop-up forms to access functions such as sorting or filtering. |
| **<Ctrl+S>** | Has the same effect as clicking on the Save button |
| **<Shift+F2>** | Opens a "zoom" window for the field in which the cursor is currently located |
| **<F4>** | Opens a drop down list or list box. |
| **<F9>** | Refreshes the data underlying the current field. |
| **<Shift+F9>** | Use Shift+F9 to refresh the entire form. |
| **<F6>** | Cycle through the header, detail section, and footer of a data entry screen. |
| **<Ctrl+F4>** | Close the current screen. |

## 2.4.2 SCREEN DISPLAY CONVENTIONS

| | |
|---|---|
| **Input fields** | Displayed as indented with a white background. You can modify the information displayed. |
| **Labels** | Field identifiers located above or to the left of an input field. |
| **Drop Down Lists** | Shows a list of available choices for selection. |
| **Buttons** | The four buttons at the bottom left appear on many of the screens in Blue Link Solutions, and always serve the same purpose. |


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [General Ledger Chart of Accounts]
File Edit Modules Security Utilities Window Help
Account Dept. Description Type Category for Financial Ratios
10000 BANK - $CDN Asset Current Asset
Notes: GIFI Code:
Current Budget 1 Year Past 2 Year Past
Open Balance 4,197,979.22 0.00 2,389,873.14 0.00
January Detail -10.00 0.00 0.00 271,176.31
February Detail 0.00 0.00 10.00 271,176.31
March Detail 0.00 0.00 0.00 271,176.31
April Detail 0.00 0.00 0.00 271,176.31
May Detail 0.00 0.00 0.00 271,176.31
June Detail 0.00 0.00 0.00 271,176.31
July Detail 0.00 0.00 0.00 271,176.31
August Detail 0.00 0.00 -100,705.00 -2,033,233.95
September Detail 0.00 0.00 89,841.30 1,772,333.99
October Detail -180.00 0.00 -917,120.66 210,186.31
November Detail 0.00 0.00 2,736,080.44 271,176.31
December Detail -110.00 0.00 0.00 271,176.31
Ending Balance 4,197,679.22 0.00 4,197,979.22 2,389,873.14
Last Updated By: admin
Form View
CAPS

**Exit** - closes the current screen

**Save** - saves any changes you have made on the current screen

**Delete** - permanently deletes the record currently displayed on screen

**New** - clears the screen to facilitate entry of a new record

## 2.4.3 Printing Reports

All Blue Link Solutions reports have been designed to fit on letter-sized (8½ x 11 inch) paper in either portrait or landscape mode.

All reports can be previewed on screen, or printed directly to a printer. If previewing to screen, you can use the buttons on the toolbar to print the report, close the current screen and perform other document-related activities.

For best results, we recommend printing most reports to a laser printer.

### 2.4.4 PRINTING TO A SPECIFIC PRINTER

To print all reports to a specific printer, change your Windows Default Printer.

To print a particular report to a particular printer without changing your system default:

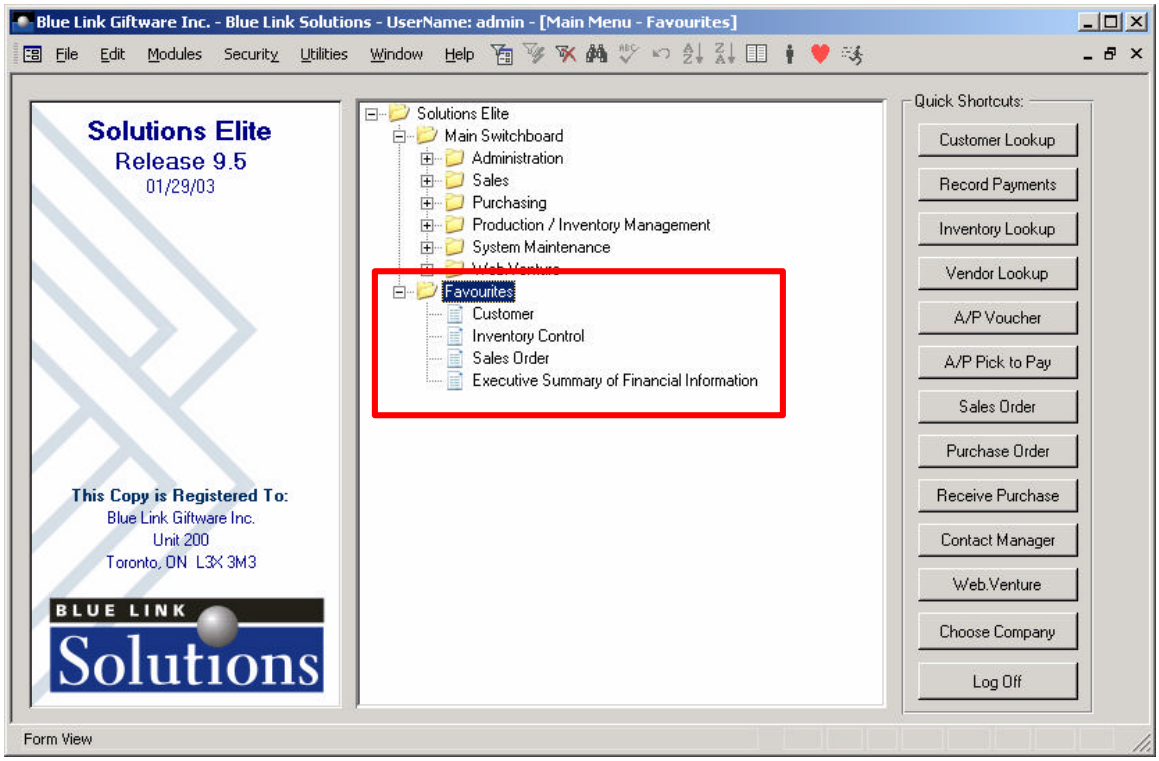
- ? print preview the report to screen
- ? press CTRL+P
- ? select the printer you want
- ? press print

# 2.5 Maintaining your Blue Link Solutions System

See more information on maintaining your database in the Blue Link Solutions SQL reference guide.

# 2.6 Favourites

You can add screens that you access frequently to the “Favourites” folder on the main Blue Link Solutions screen so that you can access them quickly.

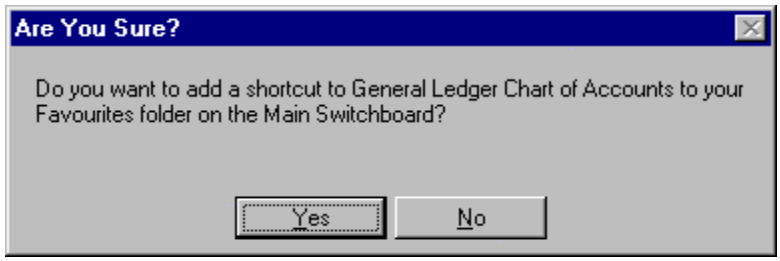



## 2.6.1 Add Screens to Favourites Folder

Follow these steps to add screens to or remove screens from the Favourites folder.

1. Open the screen you wish to add to Favourites.

Click the “Heart” tool on the toolbar. The following message will be displayed.


Are You Sure?
Do you want to add a shortcut to General Ledger Chart of Accounts to your Favourites folder on the Main Switchboard?
Yes
No

Click Yes to add the screen to Favourites; click No to cancel the request.

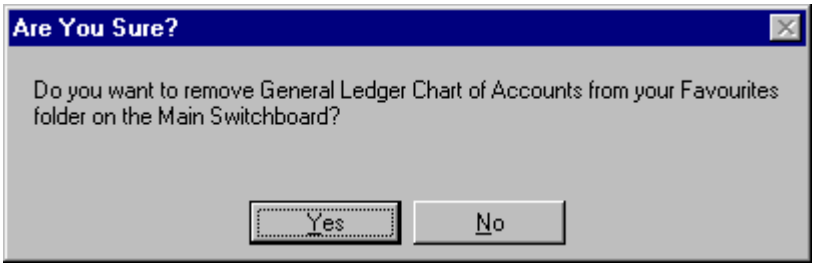
2. The following screen will advise you that the Favourites folder will be updated next time you start Blue Link Solutions.

| | |
|---|---|
| **Note:** | **Your list of favourites is stored in the application file on your machine. When new updates are delivered, these favourites will be over-written with those from the new file.** |

## 2.6.2 REMOVE SCREENS FROM FAVOURITES FOLDER

3. Open the screens you wish to remove from Favourites.

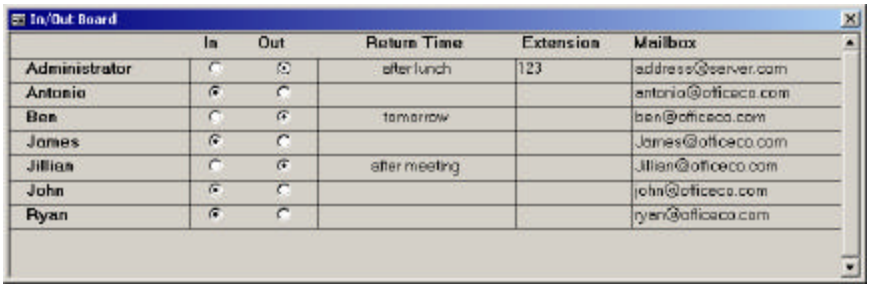
4. Click on the "Heart" tool on the toolbar. The following message will be displayed.


Are You Sure?
Do you want to remove General Ledger Chart of Accounts from your Favourites folder on the Main Switchboard?
Yes
No

5. Click Yes to remove the screens from Favourites; click No to cancel the request.
6. The next screen will advise you that the Favourites folder will be updated next time you start Blue Link Solutions.

# 2.7 In / Out Board

The In/Out board allows you to track who is in or out of the office, and when they will return. Click the In/Out Board button, located on the menu bar, at the right hand side of the screen to display the following screen:




Click on “In” or “Out” as necessary. The system will prompt you to enter your return time. The Name, Extension, and Mailbox information is taken from the Security system.

# 3: Security

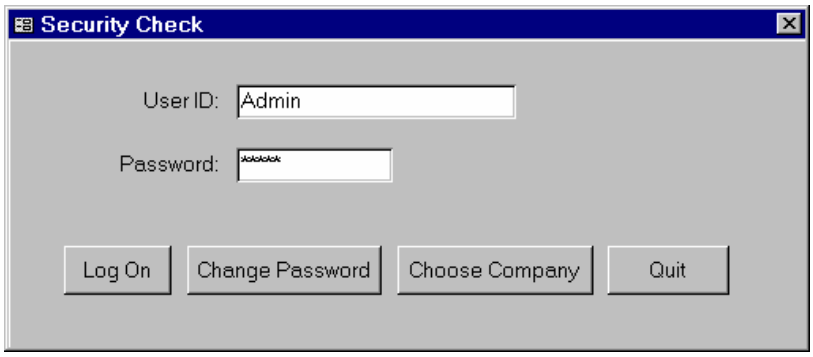
The log on security feature of Blue Link Solutions provides a method of restricting access to the various modules based on a User ID and/or user group.

Upon starting Blue Link Solutions, the user will be prompted to enter a User ID and a password. After entering a valid User ID and password, the user will be able to see all items in the modules menu and the tree control, but will be denied access as appropriate when they try to use restricted features.

These restrictions are based on the user permissions described in this chapter.

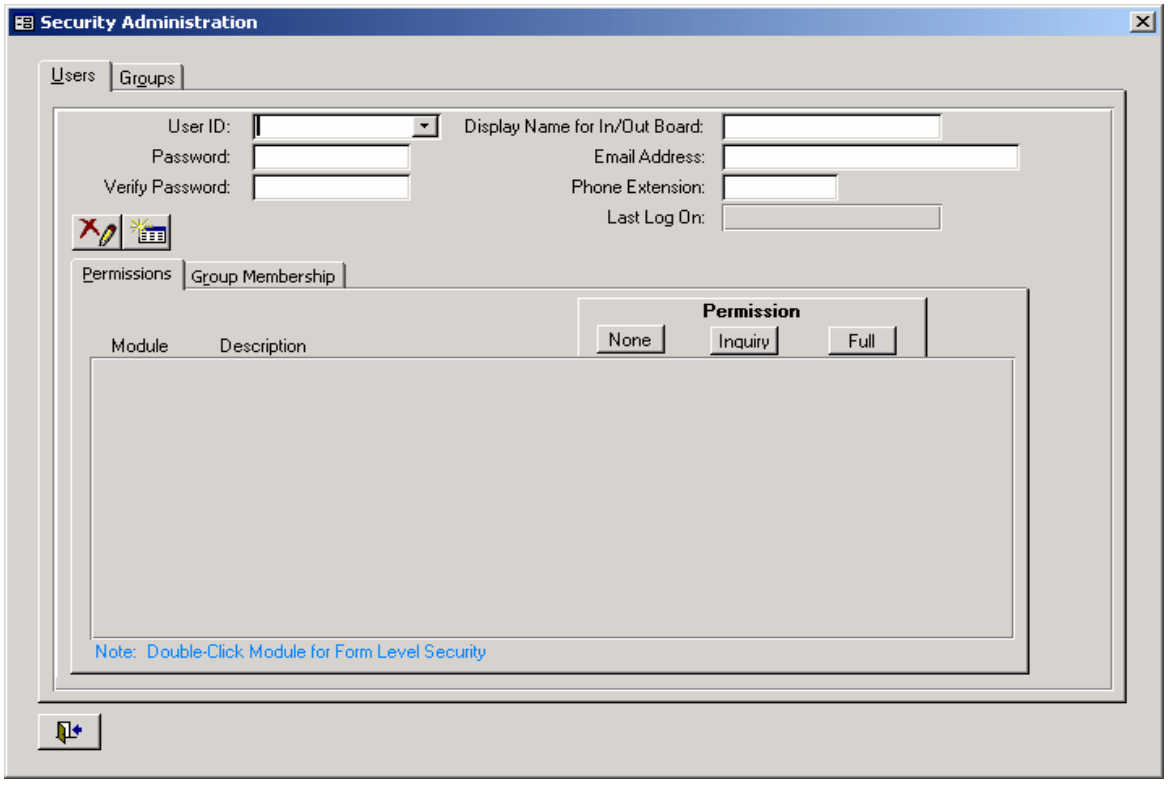
# 3.1 Configuring Users and Passwords

In order to be able to define User ID's and passwords, and their associated permissions, you need to log on to Blue Link Solutions as the "System Administrator". This is a special user who has permissions, at least initially, to all the functions of Blue Link Solutions. When starting Blue Link Solutions, the following screen will display:




Enter "**Admin**" as the User ID, and enter "**Admin**" again as the password. Note that when you type the password, the actual letters typed will not display, but instead a series of asterisks will represent the letters entered.

Once you have successfully logged on as Admin, you may proceed to define users and set up their permissions. In order to do this, select Security from the pull-down menu bar, and then select Users & Permissions. The following screen will be displayed:



The top half of the Users tab allows you to create new users, edit existing user information, or delete users. The bottom section of the User tab allows you to define permissions for the User ID currently displayed being modified.

### 3.1.1 ADDING A USER

To add a user, enter a new User ID and press Enter. A message will prompt you to confirm that you wish to add a new user; click on Yes. In the next field, assign the user a password. The password may not exceed ten characters in length, and may be a combination of letters and numbers. You will then be required to move to the next field and confirm the password by retyping it. If the confirmation password is not the same as the password originally entered an error message will display and you will have to retry.

Once you have successfully entered a new User ID, entered and confirmed the password, your new user will be saved. You may then proceed to define the permissions for that user. (See section 3.2).

### 3.1.2 EDITING AN EXISTING USER'S INFORMATION

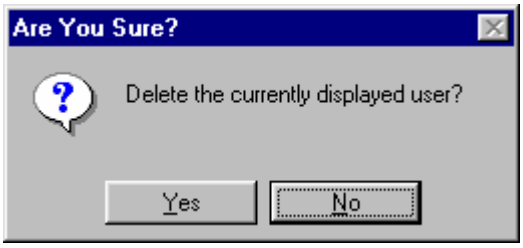
To change a user's password or permissions, select their User ID by entering it in the User ID box, or by choosing it from the dropdown list. The user's information may now be freely edited.

| | |
|---|---|
| **Note:** | **If you change a user's password, the change will be saved (after prompting for confirmation) as soon as you move the cursor into the permissions section of the screen.** |

### 3.1.3 DELETING A USER

In order to delete a user, select their User ID as previously described, and click on the delete button at the bottom of the screen.

The following screen will be displayed:



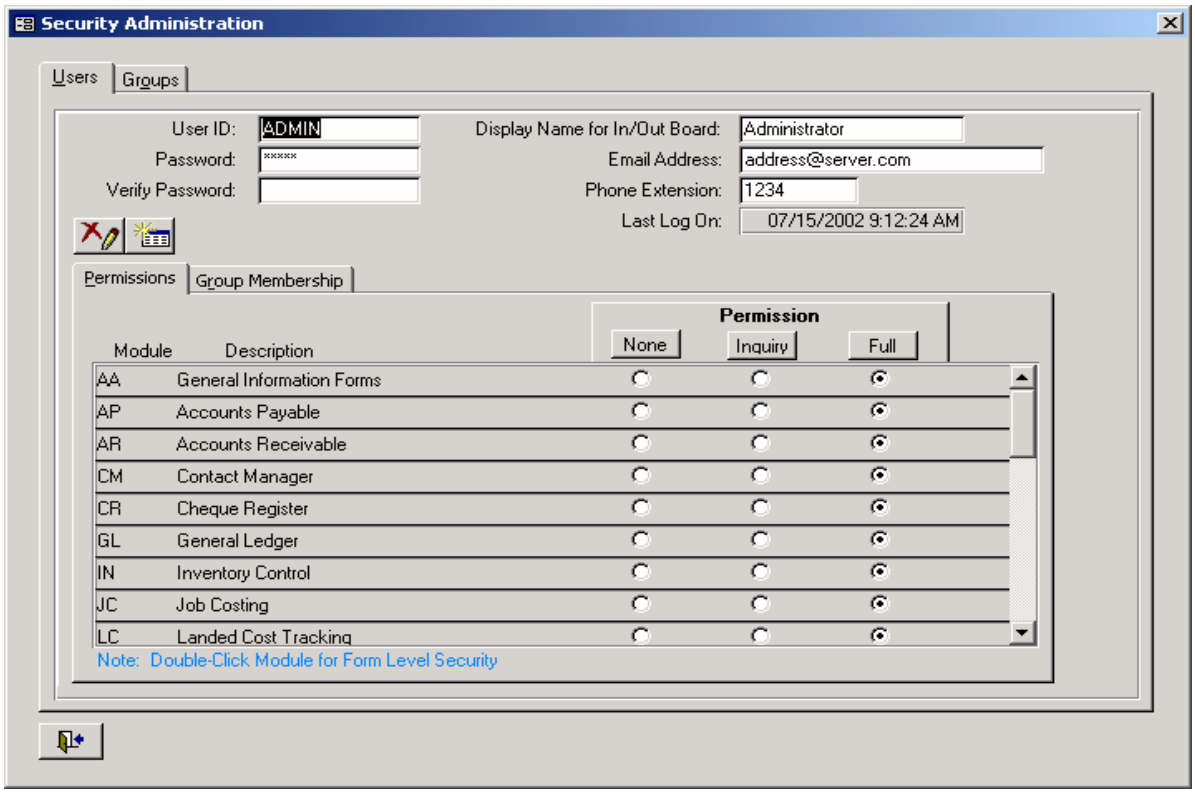

Click **Yes** to delete the user, click **No** to cancel.

# 3.2 Setting Permissions

There are two ways to set user permissions in Blue Link Solutions: (1) Individual User Permissions and (2) Group Permissions. A user assigned to a particular group inherits the permissions of that group regardless of what the individual security preferences are.

## 3.2.1 INDIVIDUAL USER PERMISSIONS

The bottom half of the User tab is used to set or define permissions (the modules and functions the user may access) for the currently selected user. After recalling a user to the screen (or adding a new user) in the top half, each of the currently defined modules or functions in Blue Link Solutions is displayed in tabular form in the bottom half of the screen.




Each module offers one of three permissions:

**None** The user has no access to any functions in this module

**Inquiry** The user can only use the functions that Print reports to either the screen or a printer

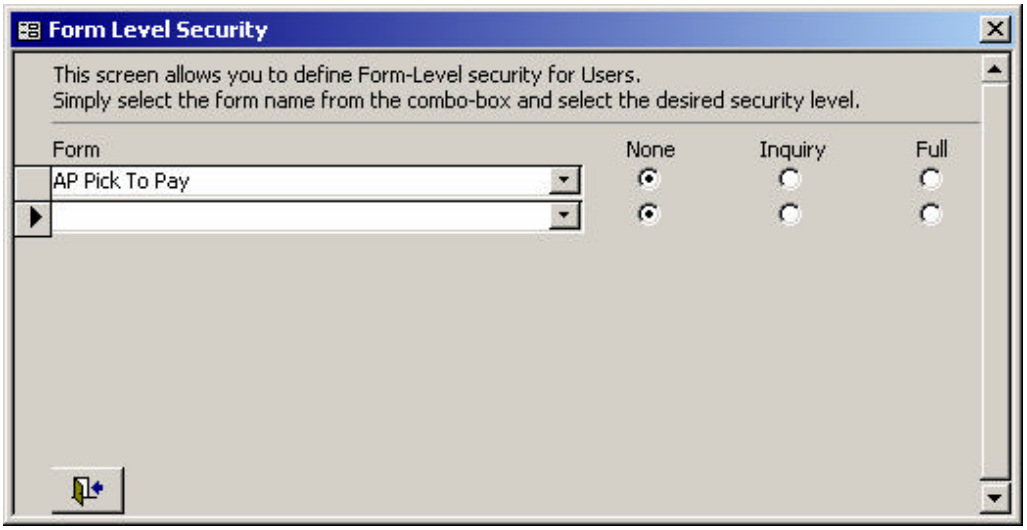
**Full** The user has full access to all functions in this module

To quickly set a user's permission level on all modules to None, Inquiry or Full click on the button above the appropriate column. To change the permissions for each module individually, click on the appropriate permission level for each module for the current user on screen. Your changes are saved instantly.

#### *3.2.1.1 Form Level Security*

While setting up security for each user you may also wish to limit their access to certain forms within a module. For example, you may wish for an employee to have access to Accounts Payable but not to be able to print cheques. You would then give full access to Accounts Payable, but then give no access to Print Cheques.

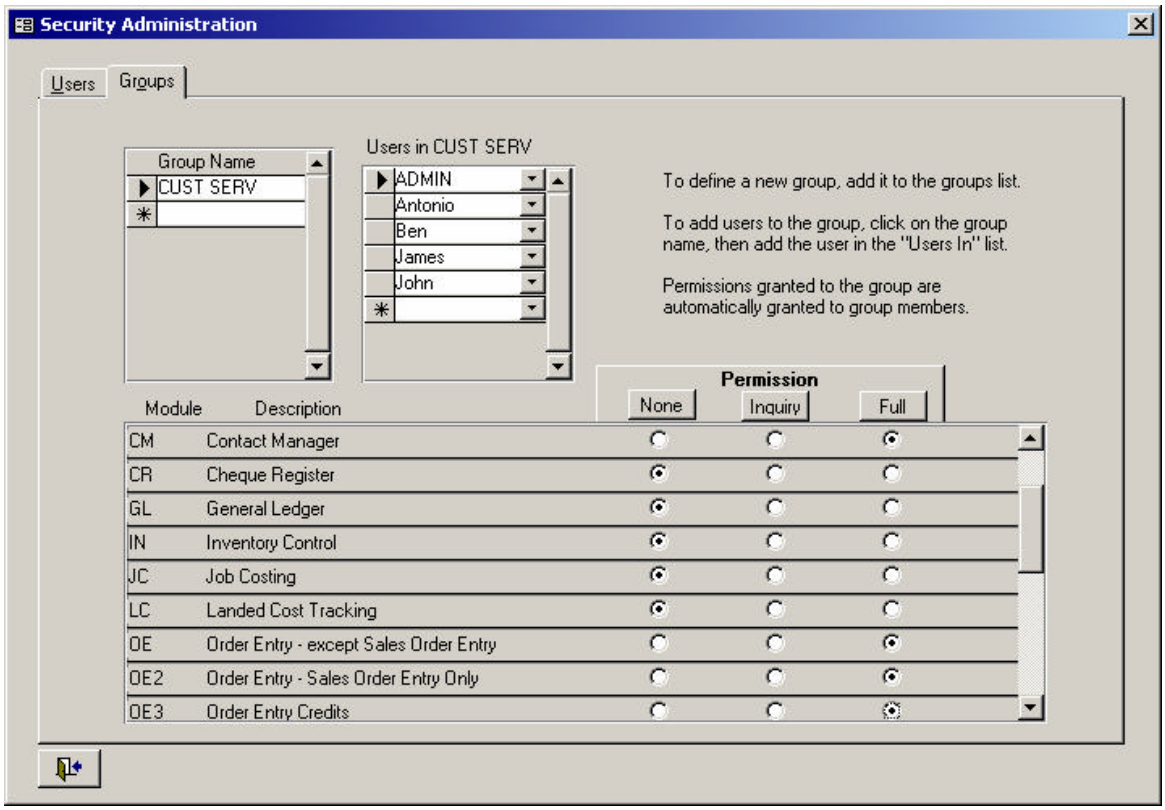
Double Click on the module on the Security Administration form (in this example Accounts Payable) to access form and sub-form security levels. From the pick list, select which forms are applicable. In this example, AP Pick to Pay is selected.


Form Level Security
This screen allows you to define Form-Level security for Users.
Simply select the form name from the combo-box and select the desired security level.
Form
None
Inquiry
Full
AP Pick To Pay

| Note: | If no sub-forms are selected, then it is assumed that the user has full permissions to a module. Therefore you do not need to add every sub-form to grant full permission to a module. |
|---|---|

## 3.2.2 SETTING GROUP PERMISSIONS

The Groups tab allows you to quickly set up more than one user with the same set of permissions. This is useful, for example, if several users perform the same duties and needed access to the same functions.




The "Group Name" section lists groups that have been set up. To create a new group, enter its name in the next empty field.

The "Users In" section lists users that have been assigned to the group selected in the "Group Name" section. To add a user to the group, select them from the drop down list on the next empty line. Note: User ID's must have already been created before they can be assigned to a group.

To set the permission levels for the group follow the same procedures as outlined in Section 3.2.1. Setting permissions on this screen will update all users assigned to that group. Form and sub-form security can be set up for group permissions as well.

| | |
|---|---|
| **NOTE:** | **Group permissions override individual user permissions. For example, if you create a group called "Administrators" and assign full security privileges to that group, any users who is defined as a member of that group will also receive full security privileges (regardless of whether their individual permissions grant or deny access to any particular module).** |

# 3.3 Logging On To The System

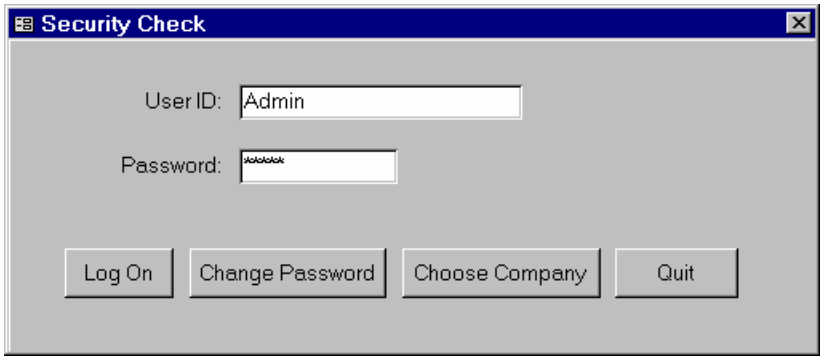
After you have defined users and passwords, any user may log on to Blue Link Solutions using the appropriate User ID and password.

Enter the appropriate User ID and password and press the "**Log On"** button.

| | |
|---|---|
| **Note:** | **When the password is typed in the actual letters typed do not display, but instead a series of asterisks display. This is done in order to maintain the confidentiality of a password.** |

## 3.3.1 CHANGING PASSWORDS

To change the password, enter a valid User ID and the current password. Then click on the **Change Password** button.




**New Password**
Type the new password in this field.

**Verify Password**
Type the new password again. The second time is in order to ensure that you did not make a typing error when entering the password the first time.

Click the "Log On" button to continue logging on. The next time you log on, you will use the new password.

# 4: Getting Started

## *Implementing Blue Link Solutions*

Blue Link Solutions is an integrated accounting and business management system. As such, many things must be taken into account to ensure the successful operation of the software. For the best results, we highly recommend securing the services of a Blue Link dealer to perform the data imports and to guide you through the process of configuring Blue Link Solutions.

The information presented in this chapter can help you organize your information to ensure a successful implementation and transition to the new system.

## *Before You Configure Blue Link Solutions*

As you progress through the items in this chapter, you will learn about Blue Link Solutions, and the information required for the transition. You will be responsible for collecting the information required for the transition, and for making decisions that will impact on company operations, policies and procedures.

We have included sample data for a hypothetical company to show you one way to set up company data. This data, along with the program summaries found in this manual, can help you learn how Blue Link Solutions operates and decide how you would like it to work for you.

The suggested sequence in this chapter can be broken into three general phases:

1. **Preparing for setup:** Planning and accumulating your data.
2. **Entering initial information:** Establishing system defaults, entering summary and detailed information as of your start-up date (for example, end of month, quarter, or year)
3. **Updating information with recent/ongoing transactions since the startup date.**

# 4.1 Preparing to use Blue Link Solutions in your Business

The setup procedure listed below is comprehensive; guidance is provided for every module included within Blue Link Solutions. Depending on your requirements, you might not need to follow the detail of every one of these steps.

Blue Link Solutions lets you start with a subset of its functionality and, as your requirements change, you can take advantage of other features of the system. For example, you could use Blue Link Solutions just to create and track General Journal entries without taking advantage of the rest of the modules. Some businesses might use just the Accounts Receivable module and create vouchers without going into the more formal procedure of using invoices or using the Accounts Payable portion of Blue Link Solutions.

If you are starting with a subset of Blue Link Solutions and later you want to use another function (such as adding inventory control), return to the start-up procedure discussed here for a general perspective on the interrelationship of these modules to your existing system.

## 4.1.1 PLANNING AND ACCUMULATING YOUR DATA

Before you set up your new accounting system, there are several steps we recommend in order to make your implementation of Blue Link Solutions as smooth as possible.

1. **Explore Blue Link Solutions features using the sample company data.**
Go into Blue Link Solutions and familiarise yourself with the menus and various entry screens. In particular, you should look at the way the sample data has been set up. Look at **Section 2.5 - Getting Around in Solutions** to learn how to make use of the function keys to view sample data. The sample company includes customers, vendors, employees, bank accounts, inventory, and several open transactions. Use this sample as a basis for comparison to help you decide how to set up your own system.

2. **Close the accounting records in your previous system.**
Whether you have been using a manual system or another computer system, you should have an up-to-date summary of your financial records before you set up Blue Link Solutions. You will need to have the following items ready at various stages of this checklist:

a) A copy of your current Chart of Accounts
b) Year-to-date balances for all General Ledger Accounts as of the closing period date.
c) A detailed address list of all customer, vendors & prospects
d) Outstanding invoices and credits for all Accounts Receivable customers and Accounts Payable vendors.
e) Your chequing account balance(s) as of the transition date (including all outstanding cheques and deposits).
f) Your inventory on-hand quantities for each of your products.

Where possible, you should only bring forward outstanding transactions and summary data from your previous system. Do not expect Blue Link Solutions to manage extended financial histories created and reconciled using another method.

Any recent transactions that not reflected in the "moment in time" summary data will be entered as "live" data as the final phase of the setup procedure.

**3. Review the financial statements and chart of accounts provided by Blue Link Solutions with your accountant.**

We suggest that you read through the entire setup procedure and familiarize yourself with the system before making a decision on how you will use it. The following items, found with the software, will help you explain your options within the system to your accountant to determine what best meets your needs.

a) **The chart of accounts provided by Blue Link Solutions**.
Is this chart of accounts adequate for your business? If so, it may be sufficient to make simple adjustments to this chart of accounts and use it for your business. If not, we recommend entering your chart of accounts into an Excel spreadsheet to be imported at a later date.

b) **The sample Balance Sheet and Income Statement.**
These are based on the sample chart of accounts provided by Blue Link Solutions. For example, the accounts in the sample data that have a '1' as the initial number are all asset accounts, those with '2' as the initial number are liability accounts, etc. **Are the ranges and titles appropriate for the financial statements you will be producing?** If you are creating a custom chart of accounts, be sure to make note of the account ranges you will be changing when you set up your financial statements.

c) **If you decide to create your own chart of accounts**, it is very important to put some thought into its structure. Each account type should be in its own number group. For example, asset accounts might be from 1000 to 1999, liabilities from 2000 to 2999, and so on.

d) **If you are using your own chart of accounts**, be sure to go over the System Interface screen and identify which account you will use for each account type required by Blue Link Solutions.

**4. Prepare your inventory, vendor and customer data.**

Make sure you have the required fields for inventory, vendor and customer data. As a quick test, try manually keying some parts, vendors and customers into the system using the data you currently have as the source. Do you have enough information to populate the required fields? If not, you may have to update your raw data before entering it later.

**Required Fields**

**Inventory**

- Product Code
- Product Description
- Type (R, N, F, K)
- Class

**Customers**

- Customer Code
- Customer Name
- Currency
- Terms
- Tax Authority

**Vendors**

- Vendor Code
- Vendor Description
- Currency
- Terms
- Tax Authority

| | |
|---|---|
| **Note:** | **You cannot change the currency of a Vendor or Customer once you have saved the record. All other data can be changed on an ongoing basis by those with sufficient security privileges.** |

**5. Run the "Clear Data" program to remove any sample data.**

The previous steps should have helped you decide if a modification of the chart of accounts provided by Blue Link Solutions will be satisfactory or if you prefer to enter an entirely different chart of accounts.

The Clear Data program will allow you to replace all or part of the information provided in the sample data.

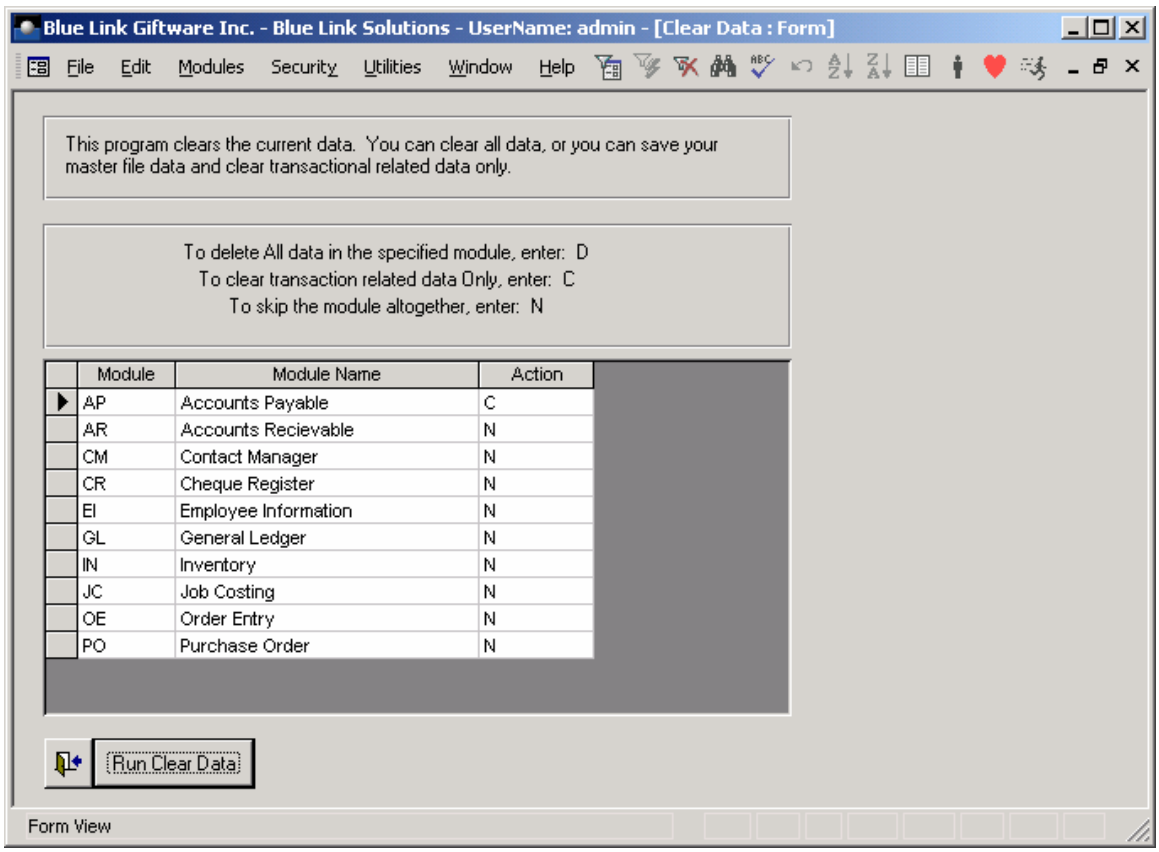
To clear the sample data in preparation for entering your own company information,

a) from the Explorer Menu select System Maintenance

b) then System Maintenance Purge Routines (found only in the Main Menu explorer tree)

c) then Clear System Data

The following screen will appear from which you will be able to select a partial or complete deletion of the sample data at each choice.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Clear Data : Form]
File Edit Modules Security Utilities Window Help
This program clears the current data. You can clear all data, or you can save your master file data and clear transactional related data only.
To delete All data in the specified module, enter: D
To clear transaction related data Only, enter: C
To skip the module altogether, enter: N
Module | Module Name | Action
AP | Accounts Payable | C
AR | Accounts Recievable | N
CM | Contact Manager | N
CR | Cheque Register | N
EI | Employee Information | N
GL | General Ledger | N
IN | Inventory | N
JC | Job Costing | N
OE | Order Entry | N
PO | Purchase Order | N
Run Clear Data
Form View

The choices you have for each module include:

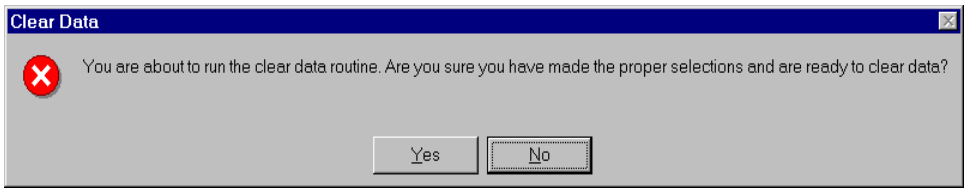
**D** – delete all the data in the specified module

**C** – clear only the transaction data (i.e., in Accounts Receivable, the customer details will remain, only their transactions will be deleted)

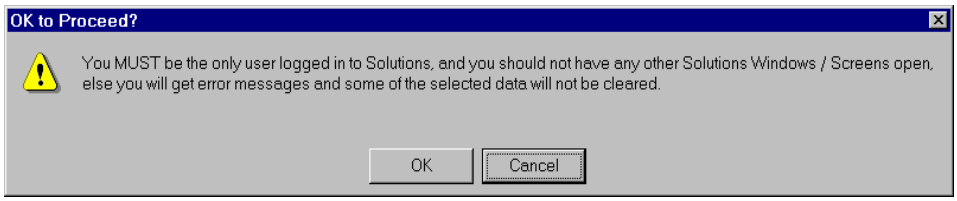
**N** – Do not clear or delete anything from this module

| | |
|---|---|
| **Example:** | If you have decided to use the existing General Ledger Chart of Accounts as a model for your own company, you will probably choose "C" to clear only the transaction-related data from the General Ledger in order to keep the actual list of accounts. For every other module listed on the screen, select "D" to **Delete All** in order to eliminate all the sample data. |

Then select the **Run Clear Data** button. The following screen will prompt you to reconsider or check your selections. Click Yes if you are sure; click No if you want to make any changes or cancel the procedure.


Clear Data
You are about to run the clear data routine. Are you sure you have made the proper selections and are ready to clear data?
Yes
No

If you click Yes, then another confirmation screen will appear. Follow the instructions on the screen and click Cancel if you need to close any windows or log any other user off. Click OK to proceed with the Clear Data procedure.


OK to Proceed?
You MUST be the only user logged in to Solutions, and you should not have any other Solutions Windows / Screens open, else you will get error messages and some of the selected data will not be cleared.
OK
Cancel

After the procedure has run, the following screen will appear with the message "Clearing data as requested is complete". Click OK; click the Exit button at the bottom left.

You are now ready to set up your system using the Checklist provided in Section 4.3.

## 4.1.2 ENTERING INITIAL INFORMATION

These steps do not repeat basic information about each program's operation. As you step through each item, you should consult the chapter in the manual that summarizes that particular function before proceeding. You may find it useful to use the checklist in Section 4.3 when performing these steps.

1. **Create / Change G/L Chart of Accounts**
   Enter your chart of accounts. You should only enter account codes and descriptions at this time. As an option, you can enter your budget amounts. Do not enter beginning balances; this will be dealt with later. There is no need to create account headers or footers, only posting detail accounts.

2. **Create G/L Departments** (Optional)
   If you are going to use department codes, you can set up G/L departments now. You also can set up departments later if you are not yet sure whether you want to use departments or not. Refer to **System Maintenance** and **General Ledger**.

3. **Print G/L Chart of Accounts**
   Now that you have set up your chart of accounts, you need to have a printout of this information for future reference.

4. **Define Employee Information**

From the **Modules | Employee & Salesperson | Enter / Setup Employees** screen, define at least one employee number and name that can be used later for assigning system defaults.

**5. Setup Sales Persons**
From the **Modules | Employee & Salesperson | Enter / Setup Salespersons** screen, enter a salesperson code, and select either an employee, or vendor code to associate with this salesperson.

**6. Prepare System Interface**
Use the System Interface option from the System Maintenance menu, to define the following:

**System Master**

**a) Company Information**
Enter your basic company information, name, address, etc., and the transaction numbers, aging periods, fiscal year start date, etc. on this screen. (See Chapter 6 – System Interface for a detailed description of the required and optional fields.)

**b) G/L Information**
On this System Interface screen, enter the General Ledger integration accounts, which must already exist in your chart of accounts.

**c) Report Options**
On this tab you can specify various settings for reports such as invoices and cheques.

**d) Outlook and Word**
To take advantage of Microsoft Outlook integration, or to use Microsoft Word document templates for printing invoices, complete the items on this screen.

**e) Data Entry and Other Defaults**
Specify data entry defaults (the default settings used in various modules such as order entry), other system defaults, and the AR & AP notes.

**f) Inventory Information**
On this screen you must define at least one inventory class that can be associated with inventory items. You must complete the **Code, Description, COGS Acct, Sales Acct, Asset Acct and Report** fields. Failure to do so will result in "invalid use of null" errors later.
Also enter a main warehouse and at least one shipping method.

**System Mater Lists**

**g) Currencies / Departments / Payment Methods**
If you are selling or purchasing in any foreign currencies set them up now with the amount of Canadian Dollars needed to buy one unit of the foreign currency. Also, define any G/L departments if you intend departmentalizing your General Ledger. Specify the payment terms you would like to support (Cash, Visa, Debit etc.)

**h) Shipping Related**
If you plan to use the landed cost tracking (Elite) feature, it is necessary to define the different landed cost factors that you will use. In order to do this, go to **System Maintenance | System Master Lists | Shipping Information** tab and enter in the landed cost factors. You will also setup various shipping methods as well as configuring rates for Freight Manager (if applicable).

**i) Terms / Types / RMA Reason Codes / Other Lists**
Enter at least one set of terms (i.e. Net 30 Days, Cash on Delivery, etc.). I f you want to classify your customers and vendors you can enter the master lists here. If you plan to use the Returned Materials

Authorization (RMA) Elite feature, go to **System Maintenance | System Master Lists | Terms / Types RMA Reason Codes / Other Lists** tab and enter **"RMA Reason Codes".**

**j) Tax Authorities**
Define at least one tax authority. For detailed examples, please see your country specific reference guide (ask your Blue Link representative for more information).

**k) Fax Exceptions**
If you plan to send faxes directly from within Solutions, you may define the fax exceptions here. **Note: Microsoft Fax is required to use this service.**

**l) Job Costing**
If you plan to use the job costing module, specify the required G/L accounts, define cost codes, and define time codes.

**m) Inventory Multiple UOM**
It is recommended to use the Inventory UOM Configuration Wizard found under the Utilities menu option in setting up Unit of Measure for the first time. Subsequent modifications or additions can be made on this tab.

**n) Inventory Configurator**
If you plan to use the configurator, specify which sub-categories are related to which master categories. (Select a master category in the left column, and specify one or more related sub-categories in the right column.)

**o) Inventory Categories**
On this tab you may enter up to 3 sub categories that your inventory items may fall into. Each item requires that the master item be setup in Inventory Configurator.

**7. Enter/Change Bank Accounts**
From the **Modules | Bank Management | Setup Bank Accounts** enter your bank accounts in Bank Management Setup. The name can be a bank name, an account number, or any other convention. Enter in the starting balance of your chequing account(s) as of your system Go-Live date. For example, if you go live on July 1, then you will enter the ending balance from your bank statement as of June 30. This will most likely differ from your GL balance at that point in time.

**8. Inventory - Enter Price Matrix** (Optional)
Blue Link Solutions allows you to set up a price matrix of up to 9 levels of discount percentages for multiple products. A specific level of that matrix can then be assigned to a customer. For example, a dealer of your product could occupy a different level of your price matrix than a customer who is charged a higher price.

Because this kind of matrix can be applied across multiple inventory items, you should set up these price matrices before you enter your inventory items.

If you don't want to use this cross-product discount structure, you can bypass this step. You will still be able to assign flat discount amounts by product as you enter your inventory in the next step. In all cases, use of a price matrix is optional and you may see little need for the extra structure involved in this pricing approach. If you do decide to use either type of price matrix, you should read the discussion in the inventory chapter and consider the overall system you want to implement in order to use a price matrix effectively.

**9.** E**nter/Change Inventory**
Build your inventory information. At this stage, you are only entering the product codes, descriptions, classes, and default price and vendor information. Entry of actual on-hand quantities is dealt with in a later step.

**10. Set up Kits / Bills of Material**
If you assemble products from components, or sell multiple products for one price as a "kit", define the components that comprise these products or kits now. Refer to the Inventory section for details.

**11. Print Physical Checklist**
When you are satisfied with your inventory information, use **Inventory Control | Inventory Information Reports | Physical Checklist** to print out your inventory. You will use this printout in Section 4.2.3 step 1 to record your units on hand information.

## 4.1.3 UPDATING YOUR SYSTEM WITH RECENT INFORMATION

You have now finished the second phase of setting up Blue Link Solutions - all your initial company information has been entered. You are now ready to input your financial data for your Accounts Receivable, Accounts Payable and Inventory sub-ledgers.

1. **Enter/Change Inventory Information**
Freeze your inventory at the same point you captured your summary information for General Ledger entries. Use the printout you created in step 11 (**Print Physical Checklist**) to record physical counts. Remember that beginning inventory quantities and average costs are not needed for type **"N"** (non-inventory) items. Check your figures and make corrections on paper until you are satisfied that you have an accurate count. Any receipts, purchase orders, or invoices, that occur after this cut-off must be held for entry until after you have entered your beginning inventory quantities.

   Use the **Adjust Inventory Value/Levels** in the Inventory module to enter the quantities, entering your existing average cost in the "New Cost" field.

   When complete, print the **Inventory Information Reports | Availability** and confirm that the total inventory dollar value listed at the end of the report matches the beginning balance you placed in the inventory asset account(s) in the General Ledger. If the figures do not match, return to the detail you carried over from your previous accounting system, and/or look at your inventory information in Blue Link Solutions to establish the product(s) whose costs or quantities do not match.

2. **Enter/Change Customers**
Enter customer name and address information, and defaults (currency, terms, tax authority, etc.). Do not enter any outstanding invoice or credit amounts. These will all be entered in step 3.

3. **Enter A/R Vouchers**
You can now enter invoice and credit amounts representing transactions up to your cut-off date, broken down into individual invoices, in Accounts Receivable.

   Because you have already entered a beginning balance for Accounts Receivable in the General Ledger, you must distribute the entire amount of each invoice to your A/R control account. The system debits and credits the A/R control account for a net change of $0, but the customer account will now show the outstanding invoice and the invoice will appear on A/R aging as of the appropriate invoice date.

   Do not enter any transactions that have occurred since the cut-off date; you can enter them at the end of this procedure.

| | |
|---|---|
| **Note:** | This method of distributing your A/R control account should only be during setup. After you have completed this checklist, your normal procedure for a voucher will be to distribute to a sales account, not the A/R control account. |

4. **Print A/R Aging**
   Print the Accounts Receivable Aging or Listing reports to determine the A/R sub-ledger balance. Check this balance with the opening balance to be entered in your G/L. If these match, then all outstanding transactions have been entered successfully. If there is a discrepancy, compare each line item in this report to those from your previous accounting system.

5. **Enter/Change Vendors**
   Enter vendor name and address. Do not enter any outstanding invoice or credit amounts. These will all be entered in step 6.

6. **Enter/Change A/P Voucher**
   You can now enter invoice and credit amounts representing transactions up to the cut-off date in Accounts Payable.

   Because you have already entered a beginning balance for Accounts Payable in the G/L, you must distribute the entire amount to your A/P control account. The system debits and credits the A/P control account for a net change of $0, but the vendor information and vendor aging information will now show your outstanding payable.

   Do not enter any transactions that have occurred since the cut-off date; you can enter these after you have completed this checklist.

| | |
|---|---|
| **Note:** | This method of distributing to your A/P control account should only be used during setup. After you have completed this checklist, you will normally be distributing your vouchers to an expense account, not to your main A/P control account. |

7. **Print A/P Aging Reports**
   At this point, you should confirm that the Accounts Payable listing balance in Solutions that you entered in the G/L matches the total of vendor balances entered in step 6.

   If these two figures don't match, validate the vendor balances. If necessary, use **Enter/Change A/P Voucher**, to back out and re-enter information so that these figures will be brought into balance.

8. **Enter G/J Entries** (Beginning Balance Only)
   Enter beginning balances for all your General Ledger accounts (income, expense, asset, owner's equity, and liability) as General Journal entries. Use your fiscal year start date for these entries. All beginning balance entries should have the same date.

| | |
|---|---|
| **Note:** | The inventory asset account(s), Accounts Payable liability, and Accounts Receivable asset account balances MUST equal the summary figures you are entering in this step. You may choose to enter these figures as a lump sum year-to-date (YTD) figure or you can separate your beginning balance into month-to-date (MTD) subtotals for the current year by creating a separate transaction for each month. The sum of these MTD entries must equal the YTD figure for that account. |

9. **Post G/J Transactions**
   Blue Link Solutions keeps a detailed transaction file as your audit trail. With this step, you are posting the beginning figures entered in step 13 to your G/L Detailed Transaction file and your chart of accounts.

10. **Print Trial Balance**
    If these figures don't balance with your previous accounting data, repeat steps make the necessary adjustments in order to balance. Then print the Trial Balance again so that you have a final printout that shows that your accounts balance with the previous accounting data.

## Setup of Blue Link Solutions is now complete!

You will now be able to rely on the audit trail generated by Blue Link Solutions as you enter transactions because you have confirmed that all your setup information is correct and all the programs within Blue Link Solutions have a consistent starting point for your financial data.

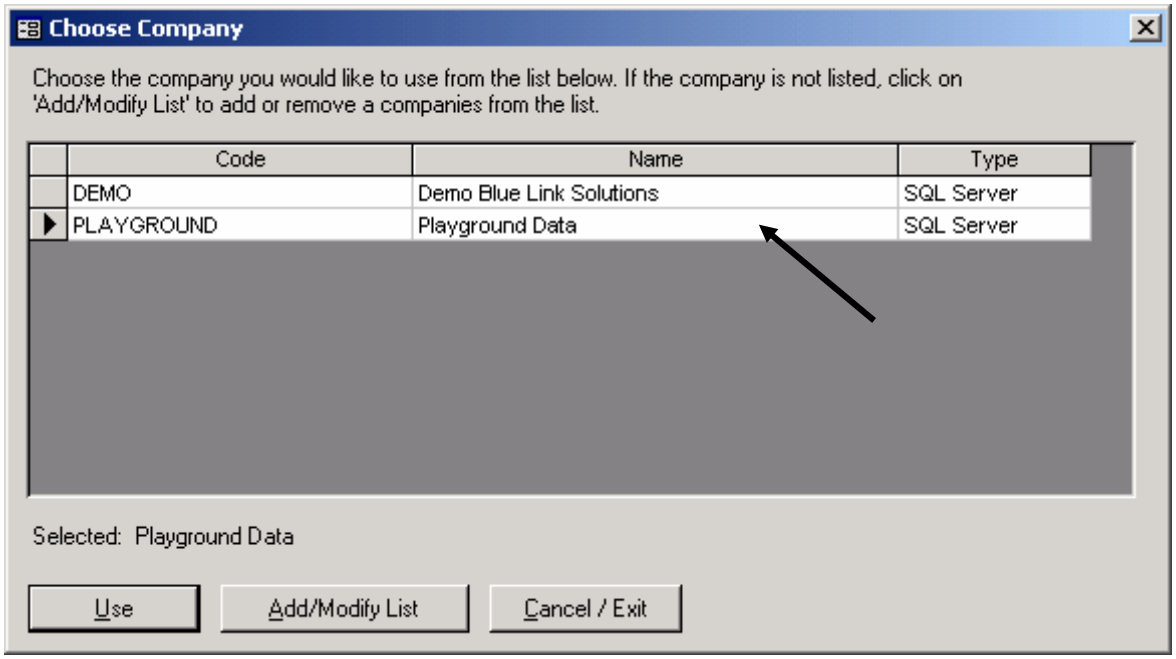
The transactions that you have held for entry that occurred since your cut-off date can now be entered as invoices, purchase orders, or vouchers.

Over time, you will find other time- saving options not mentioned in this checklist. For example, you can set up Recurring A/P vouchers, A/R invoices, and G/L transactions for transactions that you repeat periodically.

# 4.2 Playground

Once you have entered all of your current data, a copy of your data file should be made and renamed to: Playground.mdf. This file should be placed the 'Playground' folder (i.e. \\server\solutions\playground\), and be configured to appear in the "Choose Company" list:

See more information on copying your Blue Link Solutions SQL database in the Blue Link Solutions SQL reference guide.

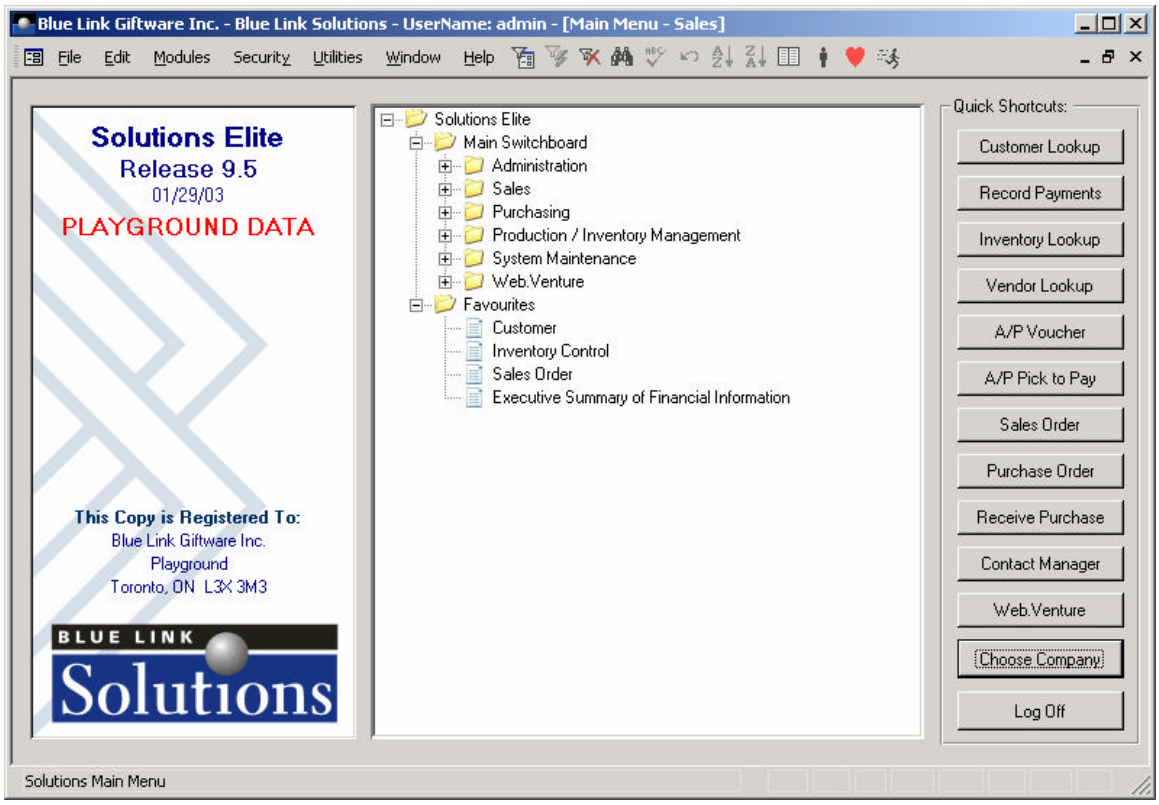



## 4.2.1 Activating the Playground Notice

To activate a notice to users that the playground file is the currently selected company, change the 1st line of your company's address to "playground".

To change the 1st line of you're address, an administrator should open the **Modules | System Maintenance | System Master | Company Information** screen and change the first line of your address to read "Playground".

When you connect to the playground data file, the main Solutions screen will change to display the following playground notice:




If you don't see this notice, you may have placed the word "playground" on the wrong address line, or you may need to refresh this screen by pressing Shift+F9 on your keyboard.

# 4.3 Checklist

## 4.3.1 PLANNING AND ACCUMULATING YOUR DATA

1. Review Blue Link Solutions using the sample company data.
2. Close the accounting records in your previous system.
3. Review the demo financial statements and chart of accounts with your accountant.
4. Prepare your data:
   - Chart of Accounts & Opening Balances
   - Inventory Information & Count as of the Start Date
   - Customer Information & Outstanding A/R
   - Vendor Information & Outstanding A/P
   - Bank Information & Outstanding Items etc.
5. Run Clear Data to remove sample data.

## 4.3.2 ENTERING INITIAL INFORMATION

1. Create G/L Departments (Optional)
2. Create/Change G/L Chart of Accounts
3. Print G/L Chart of Accounts
4. Prepare System Interface
   - a) Company Information
   - b) G/L Information
   - c) A/R and A/P Information
   - d) Currency
5. Enter/Change Bank Accounts
6. Enter/Change Terms Information
7. Enter/Change Vendors
8. Enter Price Matrix (Optional)
9. Setup Inventory Classes and Locations
10. Enter/Change Inventory
11. Set up Kits / Bills of Material (Optional)
12. Print Physical Check List
13. Enter Tax Authorities
14. Enter G/J Entries (Beginning Balance Only)
15. Post G/J Transactions
16. Print Trial Balance

## 4.3.3 UPDATING YOUR SYSTEM WITH RECENT INFORMATION

1. Enter/Change Inventory Information
2. Enter/Change Customers
3. Enter A/R Vouchers
4. Print A/R Aging
5. Enter/Change Vendors
6. Enter/Change A/P Vouchers
7. Print A/P Aging

### 4.3.4 COPY YOUR DATA FILE, AND RENAME THE FILE PLAYGROUND

See more information on this section in Blue Link Solutions SQL reference guide.

# 5: Important Times

The guidelines below are procedures that you should follow on a regular basis to maintain your Blue Link Solutions system.

The list notes how often you should perform certain maintenance tasks and can help you prepare for accounting routines performed at end of month or end of year.

Although some of the individual items in this list may not apply to your business, there are many items that apply to anyone using Blue Link Solutions.

**Important:** The Blue Link Solutions database should be repaired & optimized on a regular basis (at least once a week) to ensure good system performance, and to prevent data corruption over time.

# 5.1 Recurring Transactions

Blue Link Solutions supports the creation of recurring transactions for General Journal Transactions, Recurring Sales Orders, and Recurring Vouchers. These recurring transactions can be generated at any time, but must be generated manually by a user of the system.

| | |
|---|---|
| Tip: | A default user for recurring transactions can be defined in the system interface. This user will automatically be reminded by the system when transactions are due after logging in. |

# 5.2 Things to do Daily

1. **Post completed items.** Be sure you have posted all general journal transactions, A/R vouchers and A/P vouchers entered during the day.

2. **Process Accounts Payable Cheques**:

   a) print / review vendor aging or due date listing
   b) pick invoices to pay
   c) print / review pro forma register
   d) print and post cheques

3. **Backup your data file(s)** (My Company Data 32.mdf). We strongly suggest that you purchase backup scheduling software (such as Veritas Backup Exec) to automate the backup process. We also suggest establishing a set of backup media labeled for each day of the week with two or more "Friday" tapes. Always store at least one tape off-site in the event of a disaster.

4. **(Optionally) Print a G/L Detail Trial Balance/Posting Analysis report using the current date for the beginning and ending date selection.** (This report lists all transactions posted during the course of the day including those that posted with a different transaction date). Verify that distributions are correct and that the report column totals for debits and credits are in balance. In the event of an out of balance condition, print the individual journals for the selected date to help locate the transaction in question. Normally each journal should be in balance.

5. **(Optionally) print individual journals to review daily activity in specific areas of your business**. In particular, you may want to review the sales and cash receipts journals daily.

6. **(Optionally) review your backorder listing and your open sales order listing**. As stock is received into available on-hand inventory, determine which orders should be released and which priority (if any) should be used to fill backorders.

7. **(Optionally) review the register for each currency**, and prepare a deposit if required.

| Note: | Items marked as "Optional" should be done for at least the first two weeks of operation, or until your staff are comfortable and familiar with the numbers being produced by the system. |
|---|---|

# 5.3 Things to do Weekly

1. **Review any unposted transactions**, and post or delete if necessary:

    a) General Journal Entries
    b) Sales Order Invoices

2. **Review any post dated cheques on hand**, and enter any falling due within the next few days in Accounts Receivable, Record Payments.

3. **Optimize your data and distribute a fresh copy of your application**

See Blue Link Solutions SQL reference guide for more information on optimizing your data in SQL.

# 5.4 Things to do Monthly

1. Make archive backup sets for each month of the year, just before performing month end routines.

2. Reconcile your Bank Account(s).

3. If you levy interest charges against overdue invoices, run Accounts Receivable | Charge Interest.*

4. (Optionally) print an A/R Aging report and, if required an A/R Aging listing.

5. If you send statements that show both open and paid detail, you should print them now since the paid items may be purged from the detail during the month end processing.*

6. Print an A/P Aging report and, if required, an A/P Aging listing.

7. **Verify that all sub-ledgers balance with their control accounts.**
   These include: A/R, A/P, Inventory, Accruals, and Bank Account.

8. Print an Inventory Availability report for all products. The "Total Value" figure should equal the dollar value in your inventory asset general ledger account. If you have more than one inventory asset account, the report total should equal the sum of those accounts.

| Note: | There may be a small variance between the Total Value on the report and the sum of the General Ledger accounts. This is due to rounding. Inventory values are tracked to many decimal places on an item by item basis. |
|---|---|

| Caution: | Be sure to run the valuation report that matches the inventory costing method used by your business. For Average Costing, run the "inventory valuation" report. For FIFO costing, run the "FIFO Costing" report. |
|---|---|

9. (Optionally) Print financial statements.

10. (Optionally) print the trial balance for the month and/or journals for the month. Check that it is in balance. In the month end routine, you have the option to clear or not clear the trial balance detail. If you choose to clear the detail, this is the last chance to print these reports.

11. (Optionally) Run the end of month routine to reset the MTD sales values.

12. Change the "Post From" date in the System Interface to prevent users from posting into prior periods.

13. Run the 'Create Inventory Locations' routine from the Utilities Menu to verify the accuracy of all Inventory records. It is safest to make a copy of your data file before running any Utility.

* Items with a "*" should be performed *after* the last transaction is posted for the current month and *before* the first transaction is posted for the next month.

# 5.5 Things to do Yearly (Fiscal Year End)

1. **Make a backup of all data files** to archive media and store in a safe place.

| NOTE: | Some reports can only be run *before the year end procedure*. Keep the backup handy in case you forget to run any of these reports. |
|---|---|

2. **Print financial statements** for the year.

3. **Print a detailed trial balance and detailed journals.** This is especially important if you purge trial balance detail in preparation for the new fiscal year.

4. **Run the End of Year routine.** This routine will:

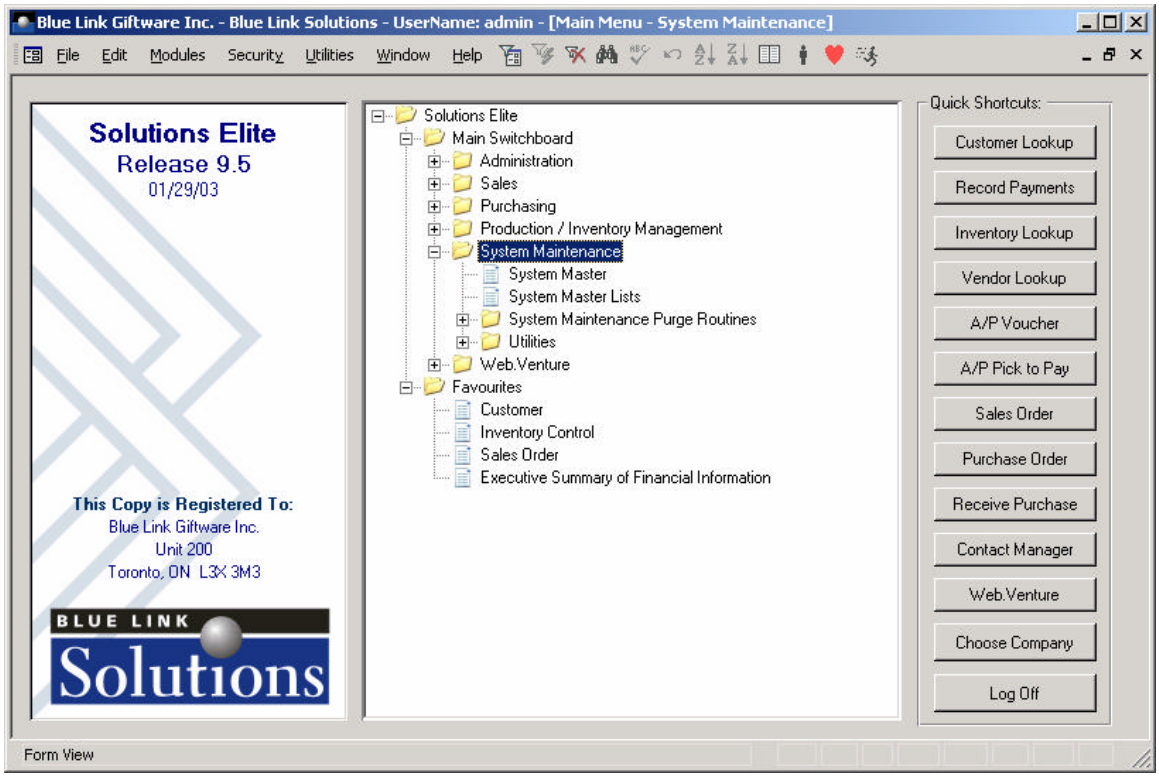
    a) Clear all year to date information in the customer, vendor and inventory files, moves YTD to Last Year.
    b) Optionally clear the Detailed Trial Balance.
    c) Increment the fiscal year start date in the System Maintenance information.
    d) Move all current year amounts in the general ledger to one year past, all one year past amounts to two years past and rolls all two years past information off the file. Beginning balances are calculated for the current year in preparation for the new year's business.

5. **Change your "post from" date**.

6. **(Optionally) purge detailed transaction data.** If your company processes an extraordinarily large (i.e. over 100,000 transactions per month) it may be necessary to purge detailed transaction histories. Consult your reseller to determine if this is necessary in your company's situation.

# 6: System Maintenance

The system maintenance options included in Blue Link Solutions are intended primarily for use when initially setting up your system, and also for certain periodic maintenance functions. The System Maintenance Menu is available by selecting "**System Maintenance, System Master or System Master Lists**" from the Explorer Menu. The available options appear as follows:



# 6.1 System Interface

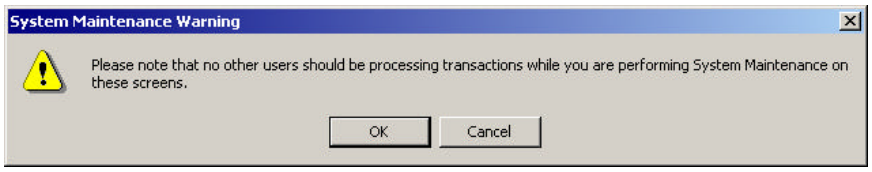
Preparing the System Interface is one of the first steps you will undertake as part of your initial configuration of Blue Link Solutions. You may need to return to this module from time to time as information about your company changes or as your requirements grow.

This program may be used to enter or change general background information about the company, default information that is used in various modules, general ledger integration accounts, information about currency exchange rates, and general ledger departments.

**System Interface is divided into two main sections with its own subsections:**

## *System Master*

This list contains master information that should not be changed while others are in the system. You will be greeted by the following message:


System Maintenance Warning
Please note that no other users should be processing transactions while you are performing System Maintenance on these screens.
OK
Cancel

The subsections contained in System Master include:

1. Company Information
2. G/L Information
3. Report Options
4. Outlook and Word
5. Data Entry & Other Defaults
6. Inventory Information

## *System Master Lists*

System Master Lists contains setup information centralized in one area. You may change the information contained in here while others are in the system.

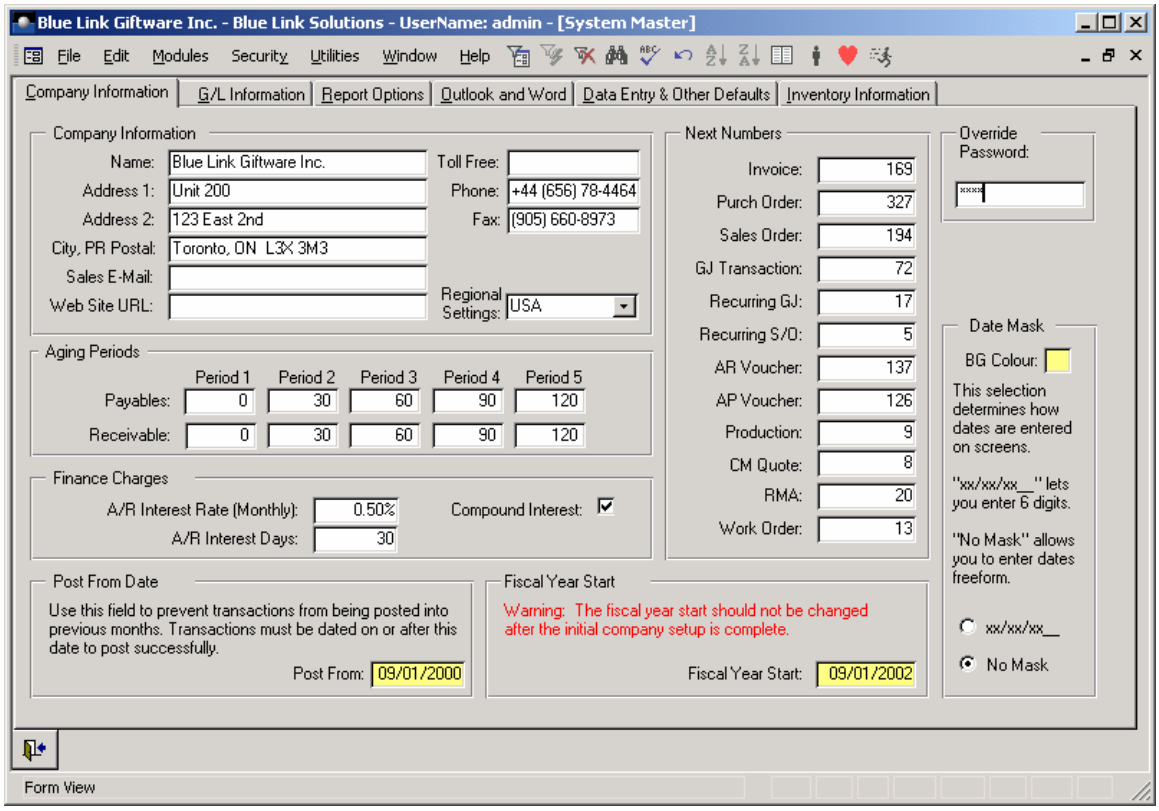
The subsections contained in System Master include:

1. Currency/ Departments / Payment Methods
2. Shipping Related
3. Terms / Types / RMA Reason Codes / Other Lists
4. Tax Authorities
5. Fax Exceptions
6. Job Costing

7. Service Manager
8. Inventory Multiple UOM (if Unit of Measure is selected)
9. Inventory Configurator
10. Inventory Categories

# 6.2 System Master

Upon entering System Master you will notice the following screen.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
Company Information
Name: Blue Link Giftware Inc.
Address 1: Unit 200
Address 2: 123 East 2nd
City, PR Postal: Toronto, ON L3X 3M3
Sales E-Mail:
Web Site URL:
Toll Free:
Phone: +44 (656) 78-4464
Fax: (905) 660-8973
Regional Settings: USA
Aging Periods
Period 1 Period 2 Period 3 Period 4 Period 5
Payables: 0 30 60 90 120
Receivable: 0 30 60 90 120
Finance Charges
A/R Interest Rate (Monthly): 0.50%
A/R Interest Days: 30
Compound Interest:
Post From Date
Use this field to prevent transactions from being posted into previous months. Transactions must be dated on or after this date to post successfully.
Post From: 09/01/2000
Fiscal Year Start
Warning: The fiscal year start should not be changed after the initial company setup is complete.
Fiscal Year Start: 09/01/2002
Next Numbers
Invoice: 169
Purch Order: 327
Sales Order: 194
GJ Transaction: 72
Recurring GJ: 17
Recurring S/O: 5
AR Voucher: 137
AP Voucher: 126
Production: 9
CM Quote: 8
RMA: 20
Work Order: 13
Override Password:
Date Mask
BG Colour:
This selection determines how dates are entered on screens.
"xx/xx/xx__" lets you enter 6 digits.
"No Mask" allows you to enter dates freeform.
xx/xx/xx__
No Mask
Form View

## 6.2.1 COMPANY INFORMATION

The first section is entitled **Company Information**. The information entered in this section will be used on all reports that include your company name and/or address. Please enter the information as you would like it to appear on those reports.

**Name**
Enter your company name here. The name that you enter here will display on your Explorer Menu screen, at the top of every report you print from the system and optionally on invoices, purchase orders and other documents.

| | |
|---|---|
| Caution: | Only change the company name when you are ready to register the product. Changing the company name will require you to enter a registration number. Failure to enter the correct number will completely disable the software. Call Blue Link at (905) 660-0599 to obtain a registration code for your company. |

**Address 1 and Address 2**
Enter your company address here. There are two lines for this purpose, the first being intended for street address while the second is intended for entry of a suite or unit number, if applicable. If this file will be a "playground" file, enter the text "playground" on address line 1.

**C/P/P**
This field is intended for entry of the city, province (State) and postal code (Zip Code).

**Sales E-Mail**
If your company has an email address for a sales contact, enter it here, otherwise leave it blank. This will appear on Invoices and other sales documents (Order Confirmation etc.)

**Web Site URL**
Enter the URL of your company's website if applicable (for example www.bluelinksolutions.com)

**Toll Free**
Enter your toll free number (if applicable) to appear on external documents (Invoice etc).

**Phone**
Enter your phone number in this field.

**Fax**
Enter your fax number in this field.

**Regional Settings**
Select the country in which you operate. See your country specific reference guide for more information.

**Aging Periods – Payables and Receivables**
Enter the aging period (in days) you require for accounts payable and accounts receivable respectively. For example, if you wish your accounts receivable to be aged in columns for current, 30 days, 60 days, 90 days, and 120 days and over, you would enter 0, 30, 60, 90, and 120 respectively.

| | |
|---|---|
| Note: | Aging reports will start on the day after the date you specify here. For example, an aging report with the dates defined above would appear as Current, 31 to 60 days, 61 to 90 days, 91 to 120 days, and 121+ days. |

**Next Numbers**
Using the fields in this section of the screen, you may set the starting numbers for various documents and transactions as detailed below.

| Caution: | Once you have started using Blue Link Solutions, it is potentially dangerous to return to the screen and change any of these numbers. Change them only if you are sure that what you are doing is correct. |
|---|---|

The numbers controlled by this screen include:

| | |
|---|---|
| Invoice | assigned to the next sales order invoice. |
| Purchase Order | assigned to the next purchase order issued from the purchase order module. |
| Sales Order | assigned to the next sales order (these numbers are assigned as soon as you begin entering a sales order). |
| GJ Transaction | assigned to the next general journal transaction. |
| Recurring GJ | assigned to the next recurring general journal entry entered into the system. |
| Recurring S/O | assigned to the next recurring sales order entered into the system. |
| AR Voucher | assigned to the next accounts receivable voucher (which may be overridden at transaction entry time). |
| AP Voucher | assigned to the next accounts payable voucher entry, (which can and will usually be overridden by the supplier's invoice number at transaction entry time). |
| Production # | assigned to the next production control batch. |
| CM Quote | assigned to the next Quote in Contact Manager. |
| RMA | assigned to the next RMA that is issued. |
| Work Order | assigned to the next work order in Service Manager. |

**A/R Interest Rate**
The monthly interest rate used to calculate interest on overdue accounts receivable transactions. The rate entered here is only relevant if you intend to actually charge interest on overdue accounts.

**A/R Interest Days**
The number of days the system should wait after the invoice's due date before it charges interest on a particular item.

**Compound Interest**
Check this box if you would like interest to be compounded.

**Fiscal Year Start**
Enter the first day of your fiscal year in this field. When you perform the end of year process (see later in this chapter), this date will automatically be incremented by one year.

| **Note:** | **Do not change the fiscal year start once you have begun posting transactions. If you need to change your fiscal year, contact your Blue Link Solutions Dealer for assistance.** |
|---|---|

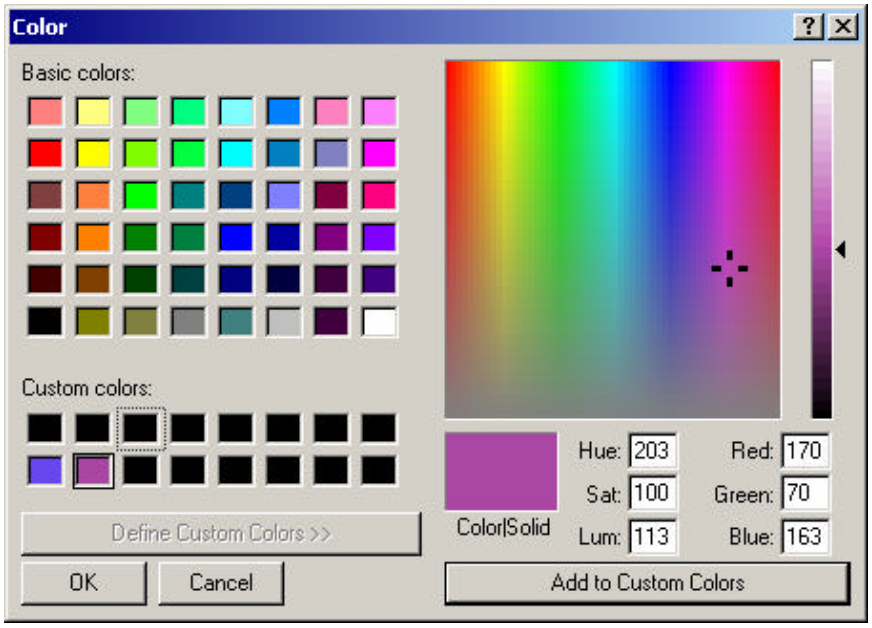
**Post From Date**
Blue Link Solutions will not post transactions dated prior to this date. By default, Blue Link Solutions permits you to post transactions to any date in the current or two previous fiscal years. A date entered in the "post from" field overrides the default.

| **Note:** | This date may be changed back and forth. For example, you may wish to set this date to the beginning of your current fiscal year. When you have previous year closing entries to process, you may change the date back to the previous fiscal year, enter those prior year final adjustments, and then change the post from date back to the beginning of the current fiscal year. |
|---|---|

**Override Password**
When set, this password is required to perform certain activities such as posting to Sub-Ledger control accounts.

**Date Mask**
To provide additional year 2000 flexibility, you may now select the desired format for entering dates.

**BG Colour** – this is the background colour you wish to choose, for the all of the date fields in Blue Link Solutions. Simply double click on this square to choose a colour from the colour's dialogue box. You may also define a custom colour from the colour spectrum.




**Calendar Control –** you may double click on all of the date fields in Blue Link Solutions to pull up a calendar. You may use this rather than typing in the date.

**mm/dd/yy** – all items are required, you must enter a two-digit month, two-digit day, and two-digit year. Note: this may be confusing if you are using a different "short-date" format as defined in your computer's control panel, regional settings.

**No Mask** – select this option to remove the mask from the date fields. Doing so will allow you to enter dates in a free-form fashion – Solutions will automatically complete missing information using the current year as default. (For example, you could enter the date as 5/20, 5/20/2001, or 5/20/01.) If you've specified a different date format in your computer's control panel, regional settings then those conventions will also apply (for example, if you prefer day, month year, you could enter 20/5, 20/5/2001, or 20/5/01.)

### 6.2.2 USING WINDOWS REGIONAL SETTINGS TO CONTROL THE DISPLAY OF DATES

Blue Link Solutions uses Windows settings to control how dates are displayed on screen and on printed reports. Windows allows you to control the format of two different standard dates:

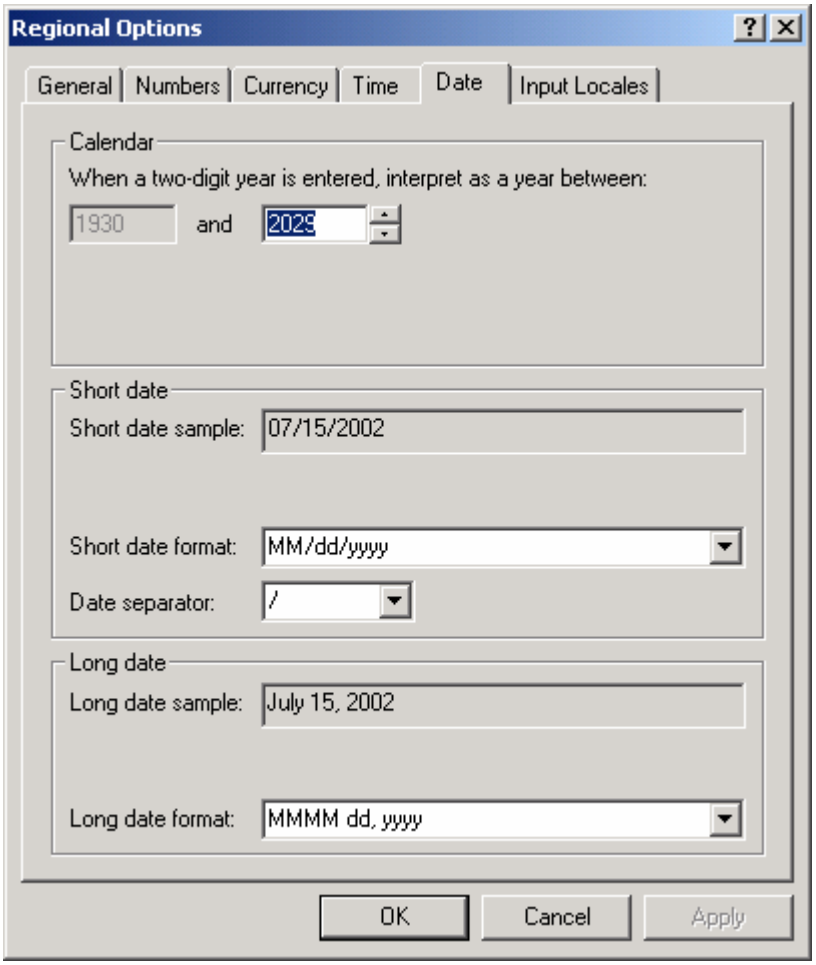
**Short Dates**
Typically appear as xx/xx/xx, or xx/xx/xxxx, however you can control the exact layout of the short date by customizing it here.

**Long Dates**
The long date format is used on A/P Cheques. You can change the format of the date to anything you'd like by customizing it here.

| | |
|---|---|
| **Caution:** | **Since each users' Windows 95/98/NT, 2000, or Windows XP operating system controls this setting the potential exists for different users to have different date formats. This could cause problems if some users format Month/Day/Year and others format Day/Month/Year.**<br><br>**We recommend standardizing on ONE date format. Failure to do so will result in reports printed by different individuals following different formats. This could be especially troublesome if you use pre-printed forms that expect date information in a certain format.** |

## *How to Change the Date Format in Windows*

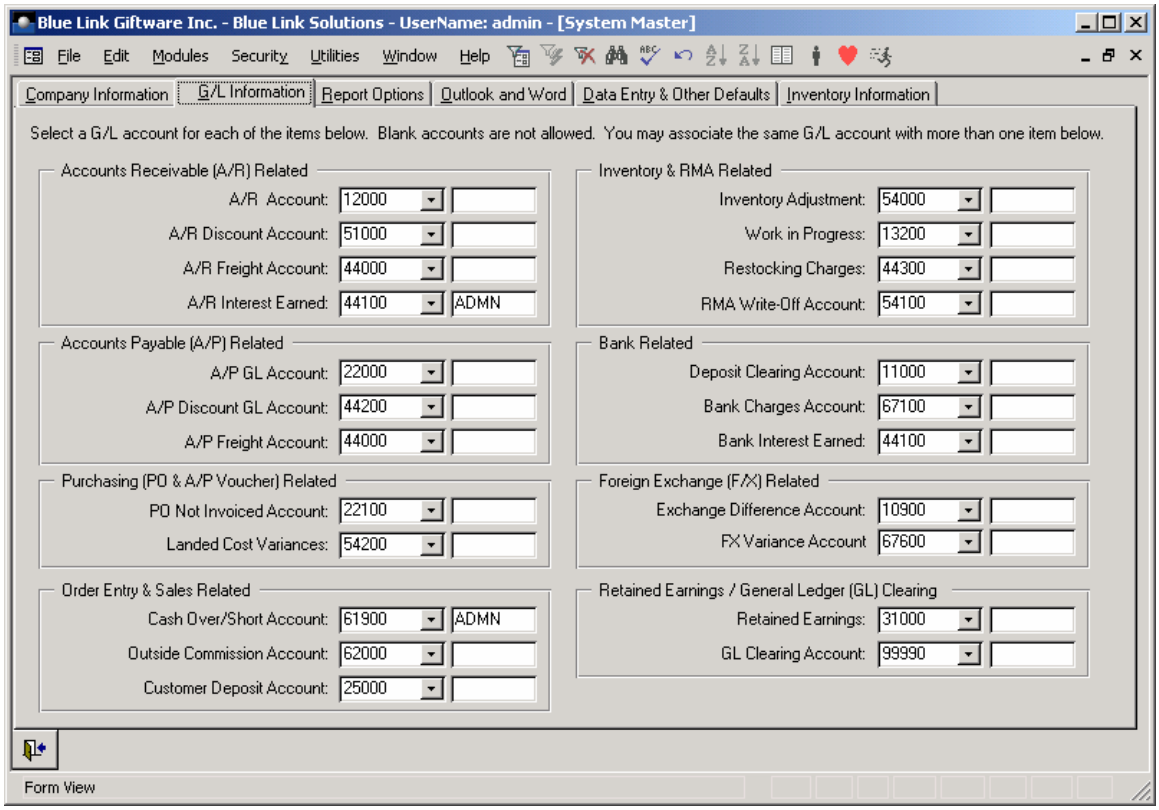
From the Windows Start Menu, Select Settings, then Control Panel, then Regional Settings. Once displayed, click the **Date** tab to display the following screen:




To change the short date style, select the desired format from the list. Note that you may also change the style to include a four digit year for year 2000 compliance.

## 6.2.3 G/L INFORMATION

The second function of the System Interface program is to record the general ledger interface accounts. If you click on the **G/L Information** button, the following screen displays:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
Select a G/L account for each of the items below. Blank accounts are not allowed. You may associate the same G/L account with more than one item below.
Accounts Receivable (A/R) Related
A/R Account: 12000
A/R Discount Account: 51000
A/R Freight Account: 44000
A/R Interest Earned: 44100 ADMN
Inventory & RMA Related
Inventory Adjustment: 54000
Work in Progress: 13200
Restocking Charges: 44300
RMA Write-Off Account: 54100
Accounts Payable (A/P) Related
A/P GL Account: 22000
A/P Discount GL Account: 44200
A/P Freight Account: 44000
Bank Related
Deposit Clearing Account: 11000
Bank Charges Account: 67100
Bank Interest Earned: 44100
Purchasing (PO & A/P Voucher) Related
PO Not Invoiced Account: 22100
Landed Cost Variances: 54200
Foreign Exchange (F/X) Related
Exchange Difference Account: 10900
FX Variance Account 67600
Order Entry & Sales Related
Cash Over/Short Account: 61900 ADMN
Outside Commission Account: 62000
Customer Deposit Account: 25000
Retained Earnings / General Ledger (GL) Clearing
Retained Earnings: 31000
GL Clearing Account: 99990
Form View

For each of the accounts described below, you must enter a general ledger account, and may optionally enter a valid general ledger department code.

### *Accounts Receivable (A/R) Related*

**A/R Account**
Enter the accounts receivable control account in this field.

**A/R Discount Account**
The account to which any early payment discounts granted to customers will be posted.

**A/R Freight Account**
Freight charged to customers in the field provided on the sales order screen will be posted to this account.

**A/R Interest Earned**
If you intend to charge interest on overdue accounts receivable, this is the general ledger account to which that interest will be posted.

## *Accounts Payable (A/P) Related*

**A/P G/L Account**
This is the accounts payable control account.

**A/P Discount G/L Account**
Early payment discounts taken from vendors are posted to this account.

**A/P Freight Account**
Freight charges on a purchase order from a supplier will be posted to this account.

## *Purchasing (PO & A/P) Related*

**P/O Not Invoiced Account**
When you record the receipt of goods on a purchase order in Blue Link Solutions, you have two options: either record the supplier's invoice at the same time, or record the supplier's invoice at a later stage. If you do not record the supplier's invoice at the time that you receive the items on the purchase order, this account will be credited (as an accrual), and the supplier's invoice should subsequently be allocated against this account.

**Landed Cost Variances** ✍
This specifies the default account that Landed Cost Variances will be posted to. The user can override this default on a transaction by transaction basis. This is an Elite feature; Professional users should set this account to the same account used by G/L Clearing.

## *Order Entry & Sales Related*

**Cash Over/Short Account**
The Process Deposits procedure contains a provision for reconciling the amount of a deposit with the amount of money recorded as having been received. Any amount over or short will be posted to the account specified here.

**Outside Commission Account**
The Blue Link Solutions Salesperson commission function provides for inside and outside salespeople. Outside salespeople are considered vendors, and will be paid through the Accounts Payable module. Their sales commission will be allocated to this account.

**Customer Deposit Account**
You may optionally record a deposit from a customer on a sales order, prior to that sales order becoming an invoice. In this case, the customer deposit is allocated to this account (usually a liability account), and when the invoice is subsequently posted this account is debited with the amount of the original deposit.

## *Inventory & RMA Related*

**Inventory Adjustment**
The inventory adjustment account is used by the **Adjust Inventory Value/Levels** program, and is usually an expense or cost of sales type of account.

**Work in Progress**
If you intend using the Bill of Materials and Production Control capabilities of Blue Link Solutions, this account will be used during the production process. It will contain the value of inventory items that have been withdrawn for production, prior to completion of the finished products for which they are used.

**Restocking Charges** ✍
This is a revenue account that the RMA module uses to place the difference between the originally invoiced amount and the amount being credited to a customer with a return. This is an Elite feature; Professional users should set this account to the same account used by G/L Clearing.

**RMA Write-Off Account**✍
Items returned via the RMA module, but not returned to inventory will have their cost price debited to this account (i.e. defective goods). This is an Elite feature; Professional users should set this account to the same account used by G/L Clearing.

## *Bank Related*

**Deposit Clearing Account**
Payments received from customers are posted to this account. When you process a deposit (in the Bank Management module) the money is removed from this account and placed in the appropriate bank account.

**Bank Charges Account**
Bank charges recorded in the bank reconciliation program are posted to this account.

**Bank Interest Earned**
Any interest earned on your bank account, and recorded during the bank reconciliation process, will be allocated to this account.

## *Foreign Exchange (F/X) Related*

**Exchange Difference Account**
When recording foreign currency transactions, these transactions are translated in the general ledger into your home currency's equivalent dollars. However, when transferring funds between two bank accounts of different currencies, an unrealized exchange difference occurs. This difference will be allocated to this exchange difference account.

Note for accountants: this is an unrealized exchange gain/loss account.

**FX Variance Account**
This is the expense account where gain or loss on exchange is realized.

## *Retained Earning / General Ledger (GL) Clearing*

**Retained Earnings**
This account stores the accumulated earnings for previous fiscal years. When you run the end of year process, the net income or loss for the year will be added to (or subtracted from) this account.

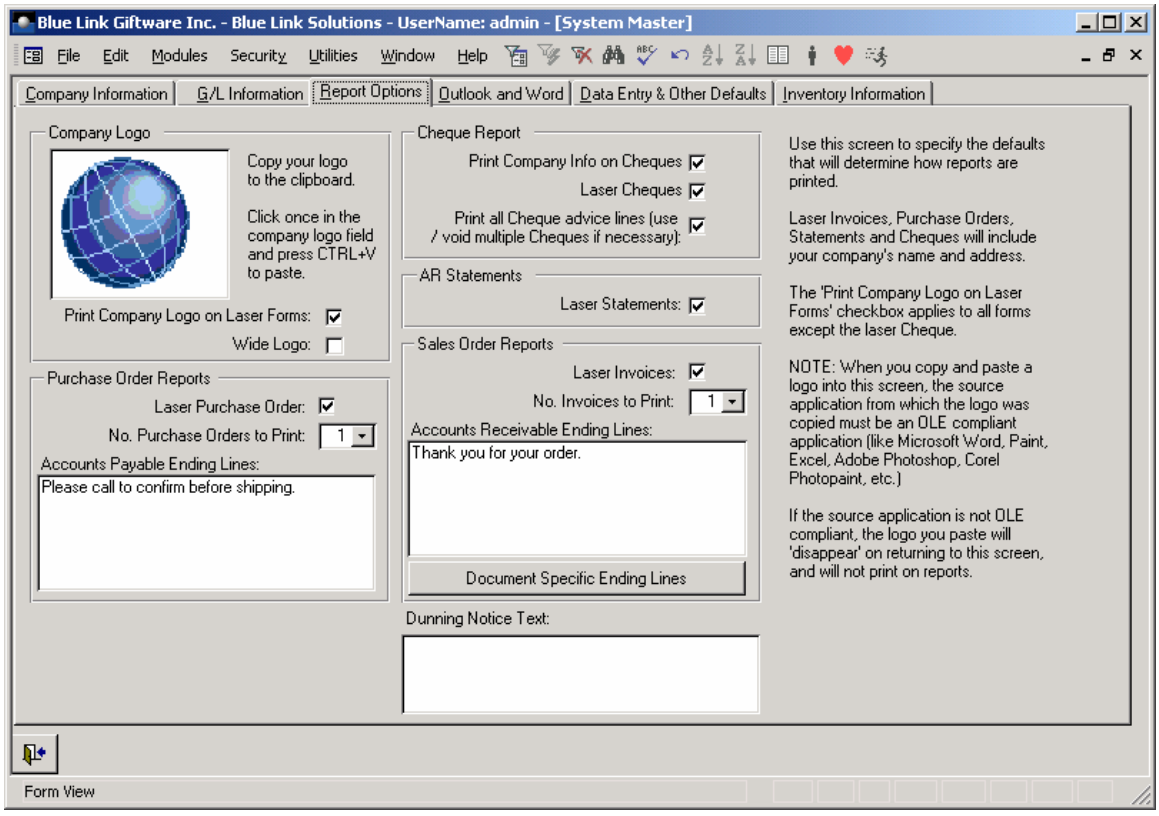
**G/L Clearing Account**
This account is used when a general ledger account code is not found during a posting routine. (You must define a valid G/L Clearing Account in order to post any transactions in Blue Link Solutions. If you have not specified a G/L Clearing Account, the first time you attempt to process a transaction an error message

will appear, and the transaction will not post.) This account should be reviewed on a regular basis, and any balances should be accounted for and re-allocated to the proper accounts.

## 6.2.4 REPORT OPTIONS

Update the information on this tab to set report options and other defaults.

Report Options tab:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
Company Logo
Copy your logo to the clipboard.
Click once in the company logo field and press CTRL+V to paste.
Print Company Logo on Laser Forms:
Wide Logo:
Purchase Order Reports
Laser Purchase Order:
No. Purchase Orders to Print: 1
Accounts Payable Ending Lines:
Please call to confirm before shipping.
Cheque Report
Print Company Info on Cheques
Laser Cheques
Print all Cheque advice lines (use / void multiple Cheques if necessary):
AR Statements
Laser Statements:
Sales Order Reports
Laser Invoices:
No. Invoices to Print: 1
Accounts Receivable Ending Lines:
Thank you for your order.
Document Specific Ending Lines
Dunning Notice Text:
Use this screen to specify the defaults that will determine how reports are printed.
Laser Invoices, Purchase Orders, Statements and Cheques will include your company's name and address.
The 'Print Company Logo on Laser Forms' checkbox applies to all forms except the laser Cheque.
NOTE: When you copy and paste a logo into this screen, the source application from which the logo was copied must be an OLE compliant application (like Microsoft Word, Paint, Excel, Adobe Photoshop, Corel Photopaint, etc.)
If the source application is not OLE compliant, the logo you paste will 'disappear' on returning to this screen, and will not print on reports.
Form View

### *Company Logo*

If you have your company logo in an electronic format, such as a bitmap file, you may insert it here and optionally have it print on certain reports such as invoices, quotes, and others.

To insert the logo, follow these steps:

1. Open the logo file in Paint or any other application and select it.
2. Select Edit, Copy.
3. Return to Blue Link Solutions program and click once on Company Logo field.
4. Select Edit, Paste (or press CTRL+V).

The logo will be scaled to fit in the box, as it will on the reports that use the company logo.

**Print Company Logo on Laser Forms**
Check this box to have the logo print on forms that can use it (such as the Invoice, Quote, Purchase Order, Statement and others).

**Wide Logo**
This is designed for certain logos that contain the company's name and are more horizontally designed.

## *Purchase Order Reports*

**Laser PO's**
Check this box if you intend to use laser printed purchase orders, or leave the box unchecked to specify pre-printed continuous purchase order forms.

**No. Purchase Orders to Print**
Enter the number of copies of each purchase order that you want to print by default.

**Accounts Payable Ending Lines**
Use this to enter ending lines for your Purchase Orders. An example may be "Call before shipping".

## *Cheque Reports*

**Print Company Info on Cheques**
Check this box if you want to print your company's name and address information in the top-left of Laser Cheques.

**Laser Cheques**
Check this box if you intend to use the standard Blue Link Solutions laser printer cheque forms. If you leave this box unchecked, the standard continuous (dot matrix) cheque forms will be used.

**Print all cheque advice lines (use / void multiple cheques if necessary)**
The advice portion of a cheque lists all of the invoices to which the cheque is being applied. In some cases, there may be more advice lines than can fit on one cheque. If you would like these extra lines to be carried forward to the next cheque's advice portion, enable this option. The next cheque will be voided, and the advice will be printed.

1. **Unchecked** – Prints as many detail lines as can fit over both advice portions, not printing the second advice portion if required.
2. **Checked -** Use multiple cheque stubs to show all of the invoices being paid – void the cheque portion of the extra cheques.

## *AR Statements*

**Laser Statements**
Check this box if you intend to use laser printed statements, or leave the box unchecked to specify pre-printed continuous form statements.

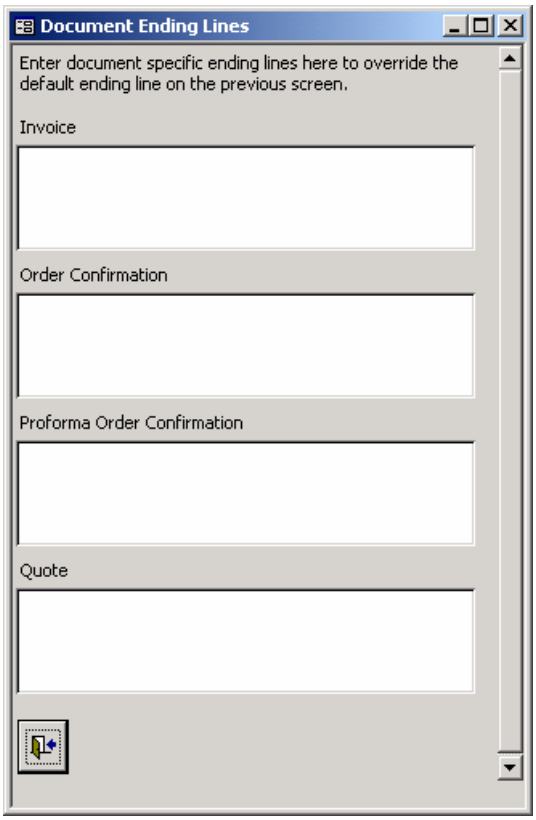
## *Sales Order Reports*

**Laser Invoices**
Check this box if you intend to use laser printer invoices, otherwise leave it unchecked to use pre-printed continuous form invoices.

**No. Invoices to Print**
Enter the number of copies of each invoice that you want the sales order system to print by default.

**Accounts Receivable Ending Lines**
Use this for ending lines to print on all invoices.

**Document Specific Ending Lines**
Select the button to call up the form. This form allows you to enter different


Document Ending Lines
Enter document specific ending lines here to override the default ending line on the previous screen.
Invoice
Order Confirmation
Proforma Order Confirmation
Quote

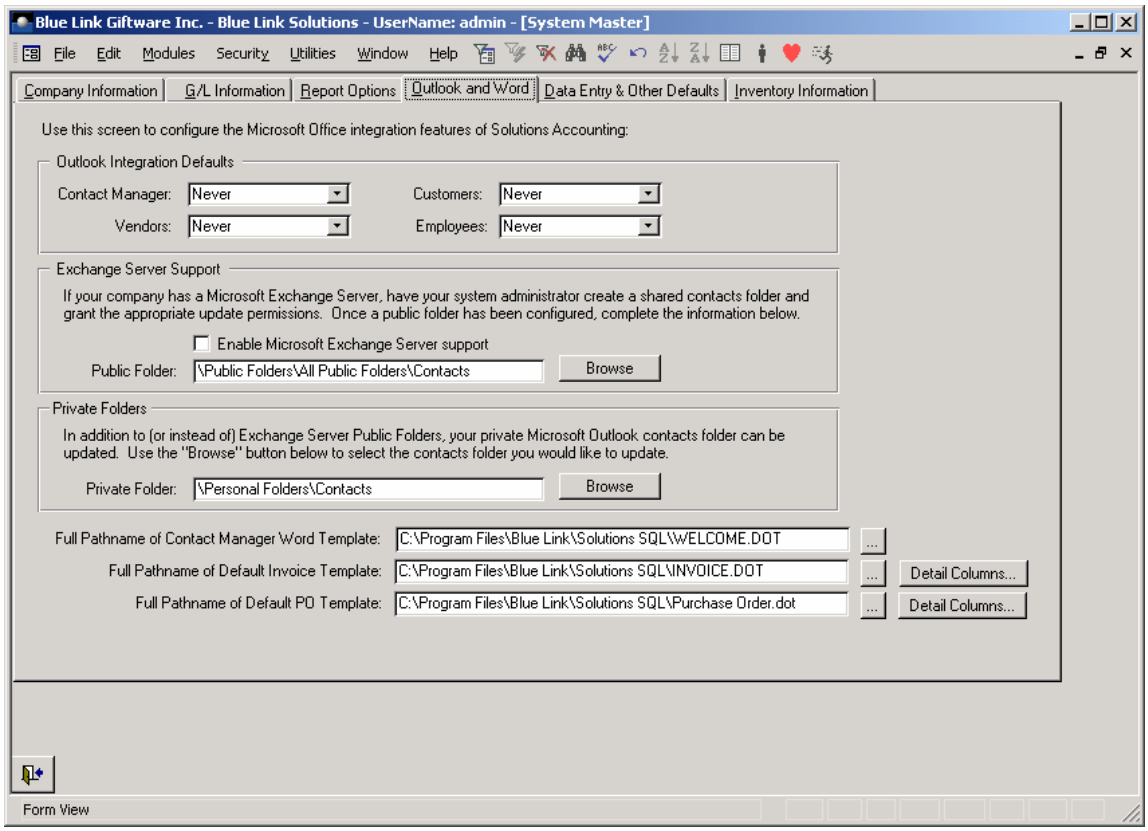
**Dunning Notice Text**
Enter the text that you wish to appear on the Dunning Notices found under **Accounts Receivable | Print Dunning Notices**.

## 6.2.5 OUTLOOK AND WORD

If you have Microsoft Office 97™, Microsoft Office 2000™, or Microsoft Office XP™ installed you can take advantage of the Solutions-Word or Solutions-Outlook integration.

You can use Microsoft Word™ to print customized forms (such as invoices) or you can save contact information to Outlook.

On the Outlook and Word tab, specify how each of the following modules should update Outlook: Contact Manager, Vendors, Customers and Employees:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
Use this screen to configure the Microsoft Office integration features of Solutions Accounting:
Outlook Integration Defaults
Contact Manager: Never
Customers: Never
Vendors: Never
Employees: Never
Exchange Server Support
If your company has a Microsoft Exchange Server, have your system administrator create a shared contacts folder and grant the appropriate update permissions. Once a public folder has been configured, complete the information below.
Enable Microsoft Exchange Server support
Public Folder: \Public Folders\All Public Folders\Contacts
Browse
Private Folders
In addition to (or instead of) Exchange Server Public Folders, your private Microsoft Outlook contacts folder can be updated. Use the "Browse" button below to select the contacts folder you would like to update.
Private Folder: \Personal Folders\Contacts
Browse
Full Pathname of Contact Manager Word Template: C:\Program Files\Blue Link\Solutions SQL\WELCOME.DOT
Full Pathname of Default Invoice Template: C:\Program Files\Blue Link\Solutions SQL\INVOICE.DOT
Detail Columns...
Full Pathname of Default PO Template: C:\Program Files\Blue Link\Solutions SQL\Purchase Order.dot
Detail Columns...
Form View

The following options are available from the drop down list for Contact Manager, Customers, Vendors and Employees:

**Save Always** always saves the contact into Outlook contacts folder

**Prompt to Save** will prompt before if saves into the Outlook contacts folder

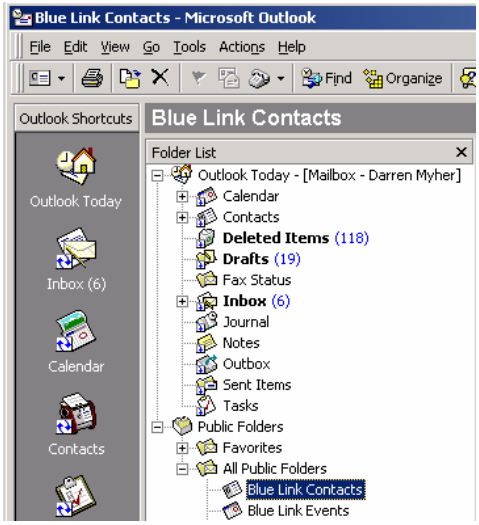
**Never** will never save into the Outlook contacts folder

**Contact Manager**
When a new contact is created in the Contact Manager module (Sales | Contact Manager | Enter/View Prospect), specify how you want it to save in Outlook.

**Vendors**
When new vendor is created in A/P, specify how you want it to save in Outlook.

**Customers**
When a new customer is created in A/R, specify how you want it to save in Outlook.

**Employees**
When a new employee is created, specify how you want it to save in Outlook.




**Microsoft Exchange Server™ Support**
When this option is selected, a copy of contact items saved in Blue Link Solutions can be stored in a Microsoft Outlook Public Contacts Folder. Any user with Microsoft Outlook, who has been given permission, may view the central repository of contacts.

When you run Microsoft Outlook with a Microsoft Exchange Server mailbox, a new option "Public Folders" will appear in your folder list. A system administrator can create a shared contact folder.

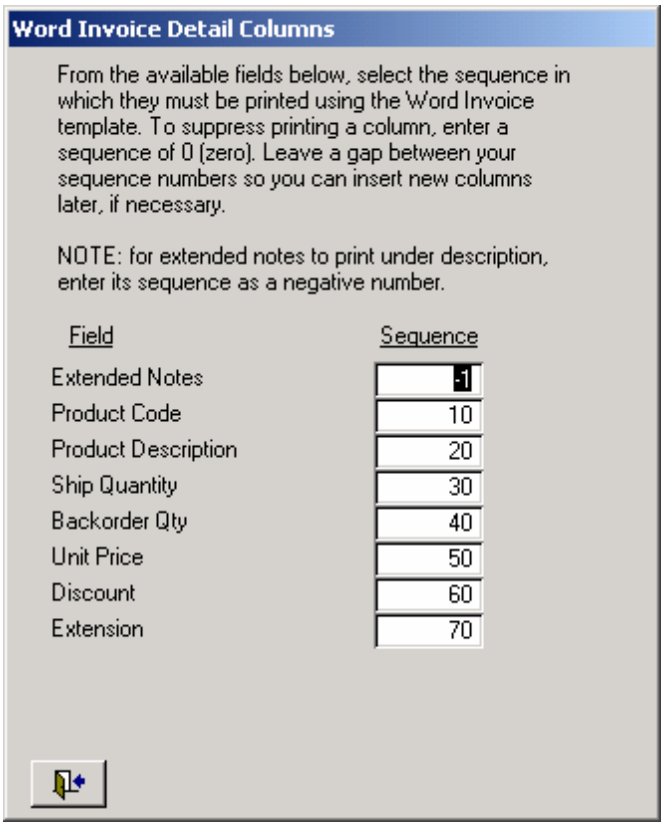
**Public Folder**
If Outlook is set up to access Public Folders on your network, then this is the name of the shared Outlook contact file. (In the screen capture above, the public folder name for the Blue Link Contacts folder is *\Public Folders\All Public Folders\Blue Link Contacts.*)

**Private Folder**
This is the name of the local Outlook contacts folder (usually *\Personal Folders\Contacts*).

**Full Pathname of Contact Manager Word Template**
In contact manager, this is the template that will be used by Microsoft Word when merging the current contact information. The default template is: "C:\Program Files\Blue Link\Solutions SQL\Welcome.dot".

**Full Pathname of Default Invoice Template**
This is the template that will be used on the Sales Order screen when the "Print/Save" button is used to print the current sales order to a Microsoft Word template for editing and printing. The default template is: "C:\Program Files\ Blue Link \Solutions SQL\Invoice.dot".

**Detail Columns … (Button)**
This option allows you to select the columns to print in the detail section of your Microsoft Word invoice template and the order in which they will print.


Word Invoice Detail Columns
From the available fields below, select the sequence in which they must be printed using the Word Invoice template. To suppress printing a column, enter a sequence of 0 (zero). Leave a gap between your sequence numbers so you can insert new columns later, if necessary.
NOTE: for extended notes to print under description, enter its sequence as a negative number.
Field
Sequence
Extended Notes
-1
Product Code
10
Product Description
20
Ship Quantity
30
Backorder Qty
40
Unit Price
50
Discount
60
Extension
70

You can use the following options when making your selections:

1. Type the sequence in which you want the fields to be printed (i.e., Product Code (10) will be in the first column, Product Description (20) will be in the second column, etc.)
2. If you want the "Extended Description" for the product to be printed directly below the "Product Description" on the invoice, type "-1". NOTE: Do not use this for any other fields except the "Extended Description".
3. If you do not want a field to print, type a "0".

Click the Exit button to save the selections.

## *Configuring the Microsoft Word Invoice Template*

You can use the sample invoice template that ships with Blue Link Solutions called "invoice.dot" as the starting point for designing your custom invoice. This file is located in the Blue Link Solutions folder on your local machine. When you're template is complete, copy it to a common server location, and update the Blue Link Solutions system interface to point to it as appropriate.

The following screen is a sample of the initial Word Invoice Template, with all the necessary codes displayed. NOTE: Type the codes EXACTLY as listed below, with in {curly brackets}

**International Corporation Limited**
1234 YONGE STREET
SUITE 1140
TORONTO, ONTARIO

**Invoice**

**Invoice #:** {InvoiceNumber}
**Date:** {InvoiceDate}

| **Sold To:** | **Ship To:** |
|---|---|
| {CustomerName} | {ShipName} |
| {CustomerAddress} | {ShipAddress} |
| **Attention:** {Attention} | {Telephone} |

| Order Date | Order No | Ship Via | Terms | Salesperson | FOB | Customer Code |
|---|---|---|---|---|---|---|
| {OrderDate} | {OrderNumber} | {ShipVia} | {Terms} | {Salesperson} | {FOB} | {CustomerCode} |

| Product Code | Product Description | Quantity | B/O | Unit Price | Discount | Extension |
|---|---|---|---|---|---|---|
| {Details} | | | | | | |
| | | | | | **Subtotal** | {Subtotal} |
| | | | | | **Freight** | {Freight} |
| | | | | | **GST** | {GST} |
| | | | | | **PST** | {PST} |
| | | | | | **Total** | {Total} |

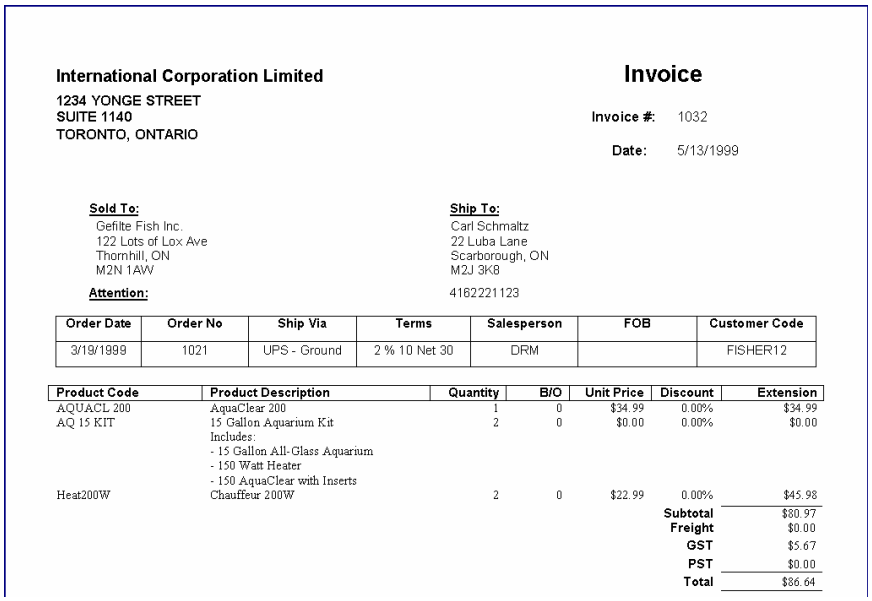
**Field Names**

If you wish to create your own or wish to customize the sample invoice, type the field names listed on the next page within curly brackets EXACTLY as listed below at the appropriate location in a new Word Template.

NOTE: These fields are NOT Word merge fields; they are simply text within curly brackets.

| | |
|---|---|
| Invoice # | {InvoiceNumber} |
| Invoice Date | {InvoiceDate} |
| Customer Name | {CustomerName} |
| Customer Address | {CustomerAddress} |
| Attention Line | {Attention} |
| Ship To Customer Name | {ShipName} |
| Ship To Customer Address | {ShipAddress} |
| Telephone Number | {Telephone} |
| Order Date | {OrderDate} |
| Order Number | {OrderNumber} |
| Ship Via | {ShipVia} |
| Terms | {Terms} |
| Salesperson | {Salesperson} |
| FOB | {FOB} |
| Customer Code | {CustomerCode} |
| | |
| Detail Columns | Use a Word Table for the detail section, with the Columns Headings in the first row and the word {Details} in curly brackets in the SECOND row, first column.<br><br>NOTE: You specify which columns to print and in which order they are to print by setting them up in System Maintenance \| System Interface \| Outlook and Word tab. |
| | |
| Subtotal | {Subtotal} |
| Freight | {Freight} |
| GST | {GST} |
| PST | {PST} |
| Total | {Total} |

Sample Word Invoice (Solutions Invoice.doc)



**International Corporation Limited**
1234 YONGE STREET
SUITE 1140
TORONTO, ONTARIO

**Invoice**

**Invoice #:** 1032
**Date:** 5/13/1999

**Sold To:**
Gefilte Fish Inc.
122 Lots of Lox Ave
Thornhill, ON
M2N 1AW

**Attention:**

**Ship To:**
Carl Schmaltz
22 Luba Lane
Scarborough, ON
M2J 3K8

4162221123

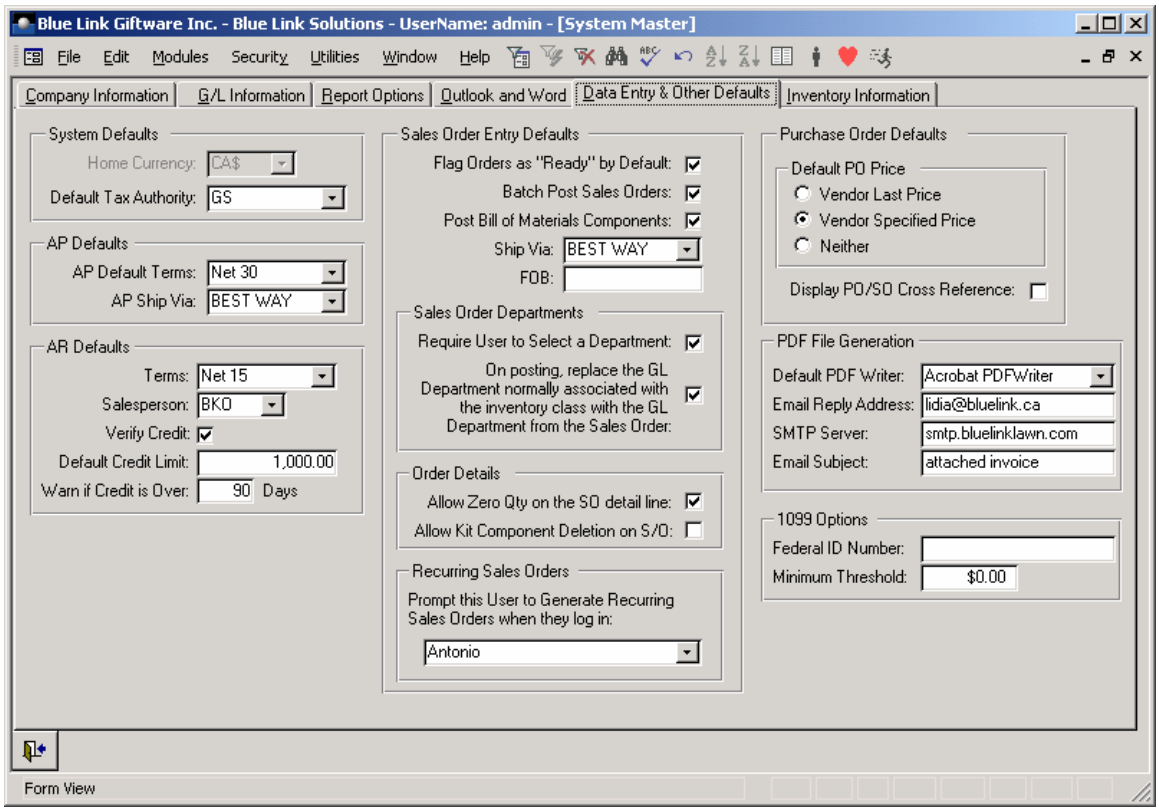
| Order Date | Order No | Ship Via | Terms | Salesperson | FOB | Customer Code |
|---|---|---|---|---|---|---|
| 3/19/1999 | 1021 | UPS - Ground | 2 % 10 Net 30 | DRM | | FISHER12 |

| Product Code | Product Description | Quantity | B/O | Unit Price | Discount | Extension |
|---|---|---|---|---|---|---|
| AQUACL 200 | AquaClear 200 | 1 | 0 | $34.99 | 0.00% | $34.99 |
| AQ 15 KIT | 15 Gallon Aquarium Kit<br>Includes:<br>- 15 Gallon All-Glass Aquarium<br>- 150 Watt Heater<br>- 150 AquaClear with Inserts | 2 | 0 | $0.00 | 0.00% | $0.00 |
| Heat200W | Chauffeur 200W | 2 | 0 | $22.99 | 0.00% | $45.98 |
| | | | | | **Subtotal** | $80.97 |
| | | | | | **Freight** | $0.00 |
| | | | | | **GST** | $5.67 |
| | | | | | **PST** | $0.00 |
| | | | | | **Total** | $86.64 |

**Full Pathname for Default PO Template**
This is the template that will be used on the Purchase Order screen when the "Print/Save" button is used to print the current purchase order to a Microsoft Word template for editing and printing. The default template is: "c:\Program Files\Blue Link\Solutions SQL\PurchaseOrder.dot".

The functionality is the same as for the invoice template. To customize the Purchase Order template, follow the steps mentioned above.

## 6.2.6 DATA ENTRY & OTHER DEFAULTS


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
System Defaults
Home Currency: CA$
Default Tax Authority: GS
AP Defaults
AP Default Terms: Net 30
AP Ship Via: BEST WAY
AR Defaults
Terms: Net 15
Salesperson: BKO
Verify Credit:
Default Credit Limit: 1,000.00
Warn if Credit is Over: 90 Days
Sales Order Entry Defaults
Flag Orders as "Ready" by Default:
Batch Post Sales Orders:
Post Bill of Materials Components:
Ship Via: BEST WAY
FOB:
Sales Order Departments
Require User to Select a Department:
On posting, replace the GL Department normally associated with the inventory class with the GL Department from the Sales Order:
Order Details
Allow Zero Qty on the SO detail line:
Allow Kit Component Deletion on S/O:
Recurring Sales Orders
Prompt this User to Generate Recurring Sales Orders when they log in:
Antonio
Purchase Order Defaults
Default PO Price
Vendor Last Price
Vendor Specified Price
Neither
Display PO/SO Cross Reference:
PDF File Generation
Default PDF Writer: Acrobat PDFWriter
Email Reply Address: lidia@bluelink.ca
SMTP Server: smtp.bluelinklawn.com
Email Subject: attached invoice
1099 Options
Federal ID Number:
Minimum Threshold: $0.00
Form View

### *System Defaults*

**Home Currency**
Enter the code for your local currency in this field (for example CA$). It is important that this currency also be set up in the currencies screen (see Currencies and Departments section).

| Note: | The home currency cannot be changed after transactions have been posted. |
|---|---|

**Default Tax Authority**
Enter the tax authority that will be the default for all new customer and vendor records created (click the tax authorities tab to configure them).

### *AP Defaults*

**AP Default Terms**
Enter the Terms that will be the default for all new vendor records created (see the terms/classes section for instructions on terms setup).

**AP Ship Via**
Use this field to enter the default shipping method used on purchase orders, these will default on purchase order entry but may be overridden at transaction entry time.

## AR Defaults

**AR Default Terms**
Enter the Terms that will be the default for all new customer records created (see the terms/classes section for instructions on terms setup).

**A/R Salesperson**
You may optionally enter the initials of a default salesperson here.

**Verify Credit**
Check this box if you wish Blue Link Solutions to verify credit limits (and optionally overdue invoices), and provide warnings on sales order entry. If you do not wish Blue Link Solutions to perform a credit check leave this box unchecked.

**Default Credit Limit**
Enter the credit limit you want defaulted when creating new customers.

**Warn if Credit is Over**
In the order entry module, Blue Link Solutions will automatically warn users if a customer is over their credit limit. The "Days for Credit Warning" enhances this functionality by warning users of any balances that are this number of days outstanding beyond their regular credit terms.

If you enter a number other than zero in this field, the system will check to see whether the customer has any invoices unpaid and overdue by a number of days equal to or greater than the number entered in this field. For example, if you enter thirty in this field, a customer whose terms are Net 30 will trigger a credit when the item's age hits 60 days or greater.

## Sales Order Entry Defaults

**Flag Orders as "Ready" by Default**
If you check this field, each sales order when entered will automatically default as ready to ship. If you leave this box unchecked, sales orders will automatically be placed on hold when entered, and you will need to manually check the "Ready" check box on the sales order to release each sales order individually. Use this option to prevent sales orders from being included in batch operations such as the batch printing of invoices, the batch printing of sales orders, etc.

**Batch Post Sales Orders**
If you check this box, Sales Orders will not be posted to the G/L after they are printed. If the box is left unchecked, Sales Orders will automatically post.

**Post Bill of Material Components**
If you use the Production Control and Bill of Materials functions of Blue Link Solutions, you may specify non-inventory components in a bill of material (such as labour). If you wish these components to actually post in the general ledger in order to track variances, check this box. If you leave this box unchecked, non-inventory components will be ignored for purposes of calculating the cost of finished goods.

**AR Ship Via**
Use this field to enter the default shipping method used on sales orders, these will default on sales order entry but may be overridden at transaction entry time.

**FOB**
Enter the default FOB status that you wish to appear in Order Entry for each order.

## *Sales Order Departments*

**Require User to Select a Department**
Checking this box requires a department to be entered on every sales order before saving it.

**Replace the GL Department with that on Sales Order**
Check this box for the GL department to be posted to from posting an invoice. When posting an invoice the GL accounts posted to depend on the inventory items sold and their respective classes (see Inventory Information). However you may want to post to the same GL account but to a different department. If so, check this box.

## *Order Details*

**Allow Zero Qty on the SO detail line**
Checking this box will allow the user to enter a quantity of zero in a line item of the sales order.

**Allow Kit Component Deletion on S/O**
Check this box to allow users to delete items of a kit after the kit has been added to an order. Leave unchecked to prevent users from deleting kit components from the order – deleting any item will remove the entire kit from the order.

## *Recurring Sales Order*

**User ID for Recurring Sales orders**
Enter the name of the person who will be generating Recurring Sales Orders.
When that user is logged in they will receive reminders to generate recurring Sales Orders if applicable.

## *Purchase Order Defaults*

**Default PO Price**

1. Vendor Last Price - Check this if you want the Price field on all PO's created to be automatically filled in with the last price paid for this item to this particular vendor. This is ideal if you do not have a price list per vendor but want the system to remember what the last cost was for this inventory item from this vendor.

2. Vendor Specified Price – Check this if you want the price field on all PO's to default with the price specified per vendor in inventory. This is ideal if you have a price list set up with a major vendor and don't want to re-key it into the PO.

3. Neither – Check this if the above two options do not apply or you wish those entering the PO to reconfirm the price at the time of entry.

**Display PO / SO Integration**
If you are using the Purchase Order and Sales Order integration, where you have created a Purchase Order from a backorder item on a Sales Order then you may want to check this flag. By checking this flag you will be able to view the Purchase Order number that this Sales Order created while in Order Entry, and the Sales Order number that this Purchase Order was created from while in Purchase Order. You will find the reference field on the inventory line item on the Order Details tab.

## *PDF File Generation*

The PDF file generation is for the Collections Screen found in Accounts Receivable. There is an option to print reports to a PDF file and email them. This is the setup for that option.

**Default PDF Writer**
The default PDF writer is the DocuCom PDF Driver. Ask your Blue Link reseller for more information on acquiring this PDF Driver.

**Email Reply Address**
Since you are sending email out to customers, you may want to add the email address of whom you want them to reply to via email.

**SMTP Server**
Add your SMTP mail server address here.

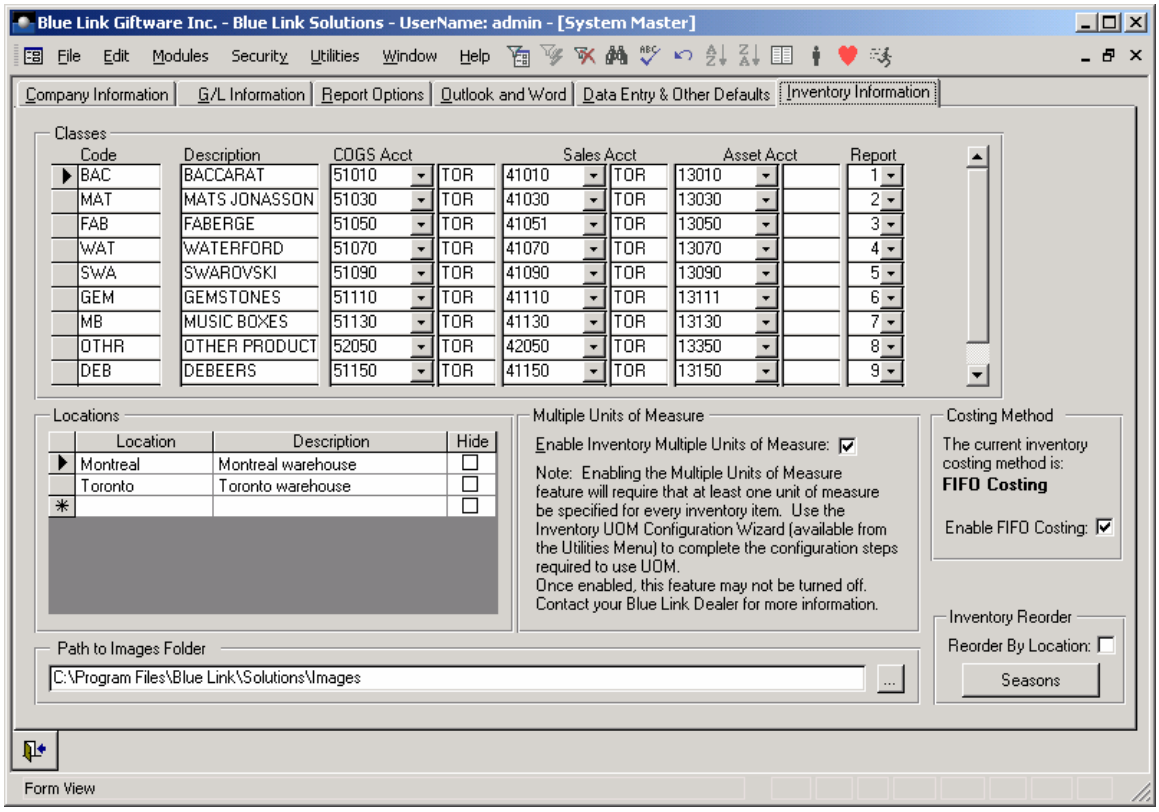
**Email Subject**
What do you want the subject of the email to be? Remember that this will be the subject for all email messages generated from the collections screen so try to keep it generic.

## *1099 Options*

This feature is only applicable if your Regional Setting is set to USA. See the USA reference guide for more information.

## 6.2.7 INVENTORY INFORMATION

When you select this tab, the following screen displays:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master]
File Edit Modules Security Utilities Window Help
Company Information
G/L Information
Report Options
Outlook and Word
Data Entry & Other Defaults
Inventory Information
Classes
Code Description COGS Acct Sales Acct Asset Acct Report
BAC BACCARAT 51010 TOR 41010 TOR 13010 1
MAT MATS JONASSON 51030 TOR 41030 TOR 13030 2
FAB FABERGE 51050 TOR 41051 TOR 13050 3
WAT WATERFORD 51070 TOR 41070 TOR 13070 4
SWA SWAROVSKI 51090 TOR 41090 TOR 13090 5
GEM GEMSTONES 51110 TOR 41110 TOR 13111 6
MB MUSIC BOXES 51130 TOR 41130 TOR 13130 7
OTHR OTHER PRODUCT 52050 TOR 42050 TOR 13350 8
DEB DEBEERS 51150 TOR 41150 TOR 13150 9
Locations
Location Description Hide
Montreal Montreal warehouse
Toronto Toronto warehouse
Multiple Units of Measure
Enable Inventory Multiple Units of Measure:
Note: Enabling the Multiple Units of Measure feature will require that at least one unit of measure be specified for every inventory item. Use the Inventory UOM Configuration Wizard (available from the Utilities Menu) to complete the configuration steps required to use UOM.
Once enabled, this feature may not be turned off. Contact your Blue Link Dealer for more information.
Costing Method
The current inventory costing method is:
FIFO Costing
Enable FIFO Costing:
Inventory Reorder
Reorder By Location:
Seasons
Path to Images Folder
C:\Program Files\Blue Link\Solutions\Images
Form View

### *Inventory Classes*

The purpose of defining inventory classes is twofold:

1. To determine what G/L accounts are posted to when an item belonging to this class is purchased or sold.

2. To create logical groups of inventory for reporting purposes.

| Note: | Although an unlimited number of classes can be defined, you are limited to 12 reporting levels (described below). |
|---|---|

**Code**
Enter a unique code for each class, up to four characters in length.

**Description**
Enter a more detailed description of the class you are defining.

**COGS Acct**
Enter the General Ledger account, and optionally the department, to which cost of goods sold should be posted for this inventory class.

**Sales Acct**
Enter the General Ledger account, and optionally the department, to which sales of this inventory class should be posted.

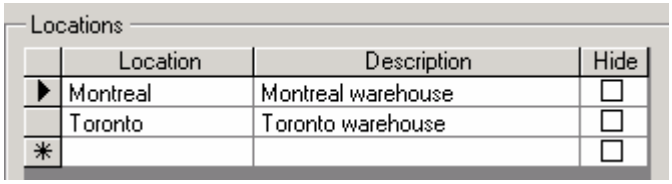
**Asset Acct**
Enter the General Ledger account in which the value of inventory for this inventory class will be tracked.

**Notes:**
- ✍ It is important that the above General Ledger accounts are accurately defined, and they must already exist in the General Ledger chart of accounts.
- ✍ You may wish to define one additional inventory class if you intend using the Production Control module to assemble products from their Bill of Materials. In this case, you should enter an inventory class under which you will track the labour cost included in any production run. (The account that you define as the asset account for this class will be credited with the labour value absorbed into the manufactured finished product. For more details, see the Production Control module.)

**Report**
Various sales reports (such as the Salesperson Commission Report, detailed sales, Daily Sales Report, Daily Sales by Class report and the Weekly Sales Reports) display information with inventory classes across the top, and detailed information in the body. The report number determines the order in which these items appear across the top of the page, 1 to 12 from left to right.

Note: This number must be entered to ensure the accuracy of Inventory Reporting.

## *Locations*




You may define as many inventory locations as you like, with a 10 character location code and a lengthier description of the location. **It is mandatory to create at least one inventory location** before you can use the sales order, purchase order and inventory programs.

Note: After defining a new location, Solutions will prompt you to run the "create inventory locations" routine. This routine may be found under the Utilities menu. Its purpose is to update the underlying inventory tables to activate the new warehouse(s).

**Hide**
If you have created a warehouse that is for internal purposes then you may want to prevent it from displaying in the list of available warehouse locations in Order Entry and Purchase Order.

## *Multiple Units of Measure*

Checking off this flag enables the Unit of Measure (UOM) feature. By enabling the UOM it will require that all inventory items have at least one UOM set up. Use the UOM Configuration Wizard to do this. Once checking this flag you will not be able to turn UOM off.

See Chapter 12 on UOM for more details.

## *FIFO Costing*✍

This is an Elite Feature. This check box specifies which inventory costing method you will be using. Checking this box will enable the First In First Out costing method. Leaving this box blank will use

Average Costing. See Chapter 18 – Elite Features for more information on FIFO costing.

| Note: | Once you have selected a costing method and have begun to enter transactions, it is important that you DO NOT change costing method unless you are ready to make the G/L entries that correspond with such a move. |
|---|---|

## *PST Included*

In some industries, products are sold with the PST included in the price of the product. Check this box if this is the case with your business. A new field "PST Incl." will appear in the detail section of the sales order.

## *Inventory Reorder*

**Reorder by Location**
Do you want to reorder by location? When you select this option you can then specify reorder levels and reorder amounts per location. Then reordering becomes location specific. This form below is found in Enter / Change Inventory Item after you select the Reorder Levels button which is only visible when this option is checked on.

**Seasons**
This option is designed for businesses that reorder certain items only at particular times of the year. Here you will add the various seasons that are applicable. For example you may only stock a certain item at Christmas. When you are doing your reorder information you can decide if you want to include this season in this reorder. Otherwise these items that you only stock for Christmas or other seasons, continually come up for reordering but they are not needed.

See Chapter 12 on Inventory for more information on reordering options.

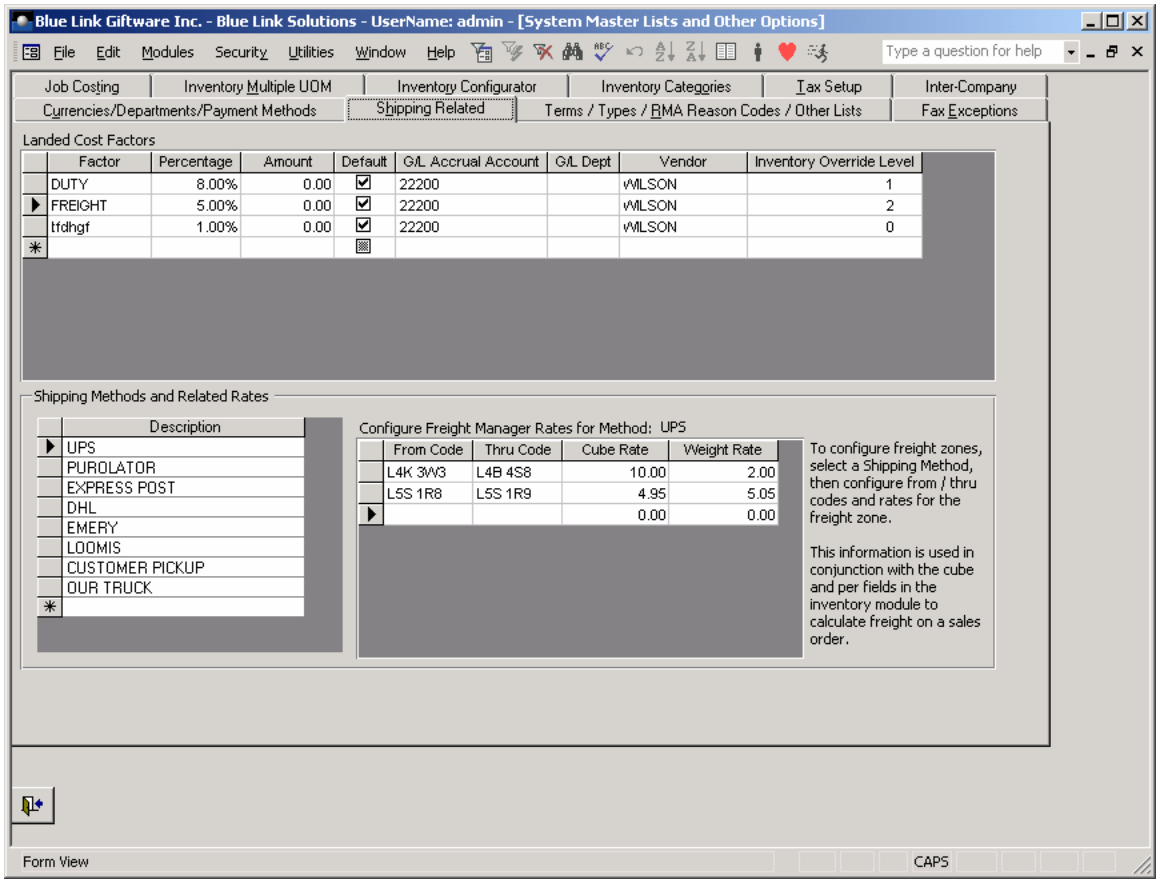
## *Path to Images Folder*

Enter the Universal Naming Convention (UNC) path to the folder where you will store inventory images. Click the "…" browse button to browse to the folder if you aren't sure of the path.

| Note: | The "images folder" must be located on a network share where all users of have read permission. Solutions will automatically convert mapped drive letters (such as s:\images) to UNC paths (such as \\server\solutions\images) so those users without the same drive mapping can still access the information. |
|---|---|

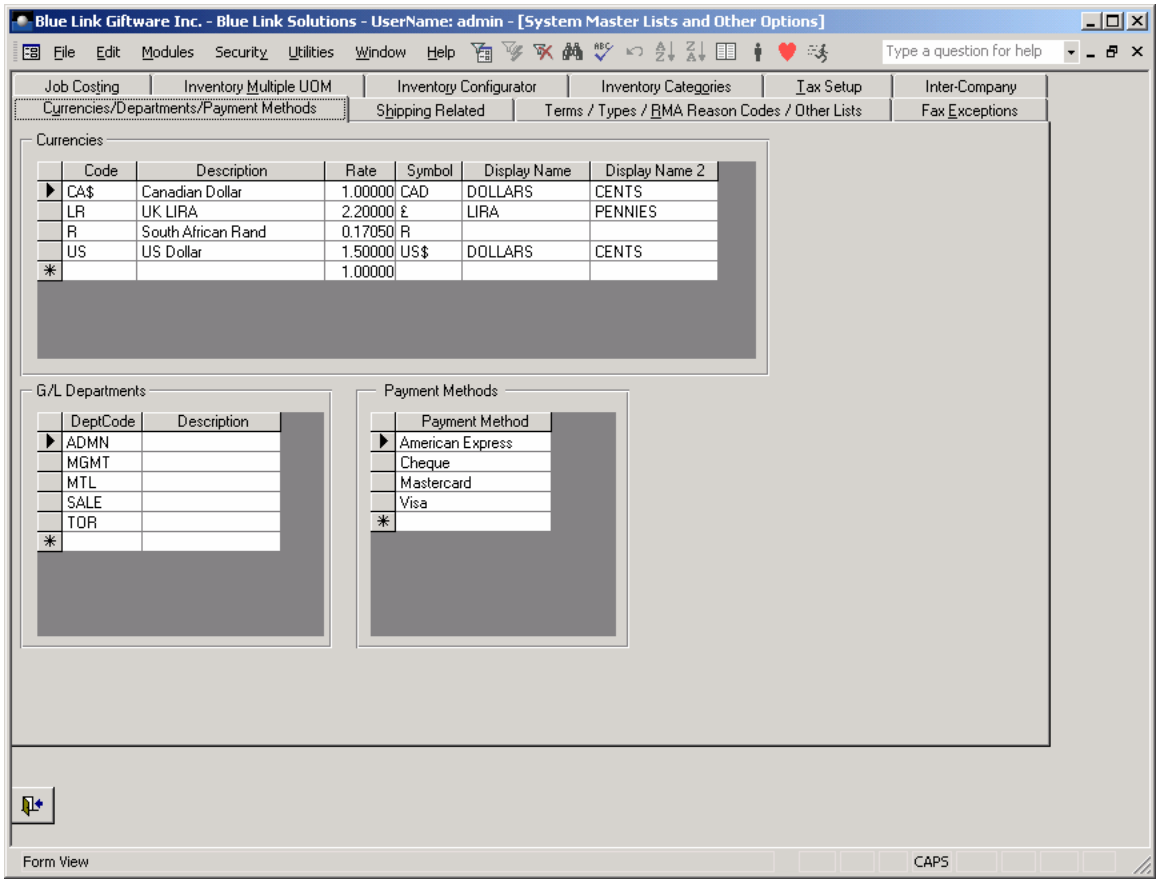
# 6.3 System Master Lists

The information contained in this section includes the maintenance of master lists to be used elsewhere in Blue Link Solutions. Here you will set up the various payment methods you deal with, customer and vendor types, RMA reason codes as well configuring for Job Costing and Service Manager.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Type a question for help
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Landed Cost Factors
Factor | Percentage | Amount | Default | G/L Accrual Account | G/L Dept | Vendor | Inventory Override Level
DUTY | 8.00% | 0.00 | 22200 | WILSON | 1
FREIGHT | 5.00% | 0.00 | 22200 | WILSON | 2
tfdhgf | 1.00% | 0.00 | 22200 | WILSON | 0
Shipping Methods and Related Rates
Description
UPS
PUROLATOR
EXPRESS POST
DHL
EMERY
LOOMIS
CUSTOMER PICKUP
OUR TRUCK
Configure Freight Manager Rates for Method: UPS
From Code | Thru Code | Cube Rate | Weight Rate
L4K 3W3 | L4B 4S8 | 10.00 | 2.00
L5S 1R8 | L5S 1R9 | 4.95 | 5.05
0.00 | 0.00
To configure freight zones, select a Shipping Method, then configure from / thru codes and rates for the freight zone.
This information is used in conjunction with the cube and per fields in the inventory module to calculate freight on a sales order.
Form View
CAPS

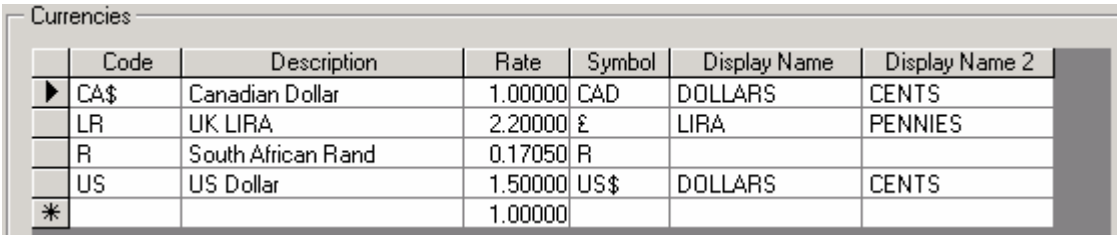
## 6.3.1 CURRENCIES/DEPARTMENTS/PAYMENT METHODS

If you click on the **Currencies/Departments/Payment Methods** tab on the System Interface screen, the following screen displays:




### *Currencies*

You may define as many currencies as you need, giving each a unique code (up to 3 characters), a description and an exchange rate expressed as Canadian dollars per unit of foreign currency.


Currencies
Code Description Rate Symbol Display Name Display Name 2
CA$ Canadian Dollar 1.00000 CAD DOLLARS CENTS
LR UK LIRA 2.20000 £ LIRA PENNIES
R South African Rand 0.17050 R
US US Dollar 1.50000 US$ DOLLARS CENTS
1.00000

You may also wish to update the exchange rate in this file periodically, or even daily. When entering a foreign currency transaction, the rate last entered in this file will default, but may be overridden.

Be sure to enter a code for local currency (i.e. CA$) with a rate of 1.0000.

**Symbol**

This displays the symbol on selected screens and reports such as invoices and purchase orders.

**Display Name**
The word to be displayed on cheque reports which represents the whole number. For example, in Canada and the USA this would be "Dollars".

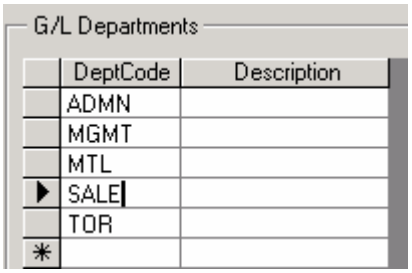
**Display Name 2**
The word to be displayed on cheque reports which represents the number after the decimal place. For example, in Canada and the USA this would be "Cents".

| | |
|---|---|
| Note: | Currency codes must be at least two characters long. Currency symbols other than "$" should not be used in the code, but may be used in the name. (For example, creating a currency code of "£" will not work because it is only one character long, and because most keyboards don't include that symbol as a character users can type.) |

**Historical Exchange Rates**
Each time the exchange rate is changed it is stored in Blue Link Solutions. You have the ability to print a report on these changes in **Modules | General Ledger | Print Historic FX Rates.**

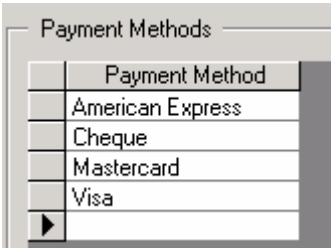
## *General Ledger Departments*

This section will display departments created in **Modules | General Ledger | Create GL Departments.** See Chapter 7 for more information on creating departments.

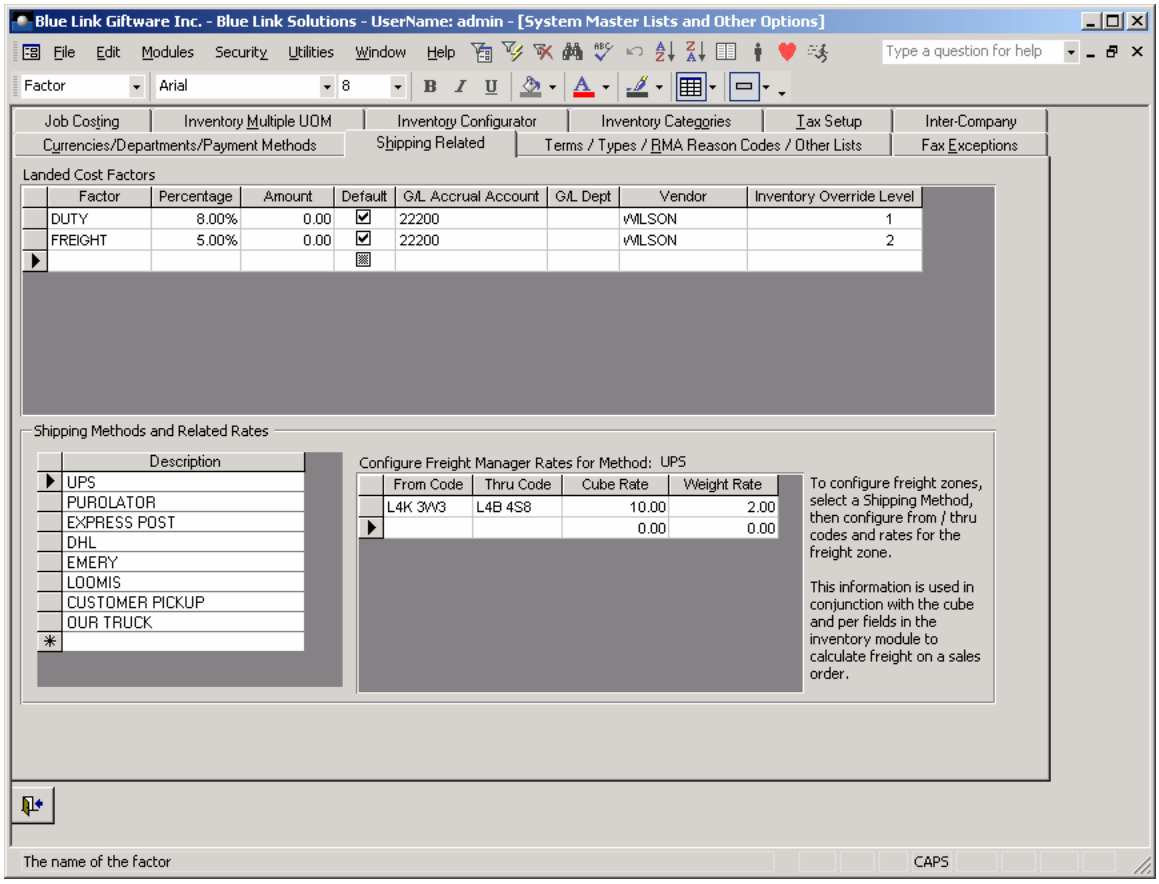



## *Payment Methods*

This section allows you to define the types of payment tendered as Accounts Receivable payments, or as deposits on sales in the Order Entry System.



## 6.3.2 SHIPPING RELATED


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Type a question for help
Factor
Arial
8
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Landed Cost Factors
Factor | Percentage | Amount | Default | G/L Accrual Account | G/L Dept | Vendor | Inventory Override Level
DUTY | 8.00% | 0.00 | 22200 | WILSON | 1
FREIGHT | 5.00% | 0.00 | 22200 | WILSON | 2
Shipping Methods and Related Rates
Description
UPS
PUROLATOR
EXPRESS POST
DHL
EMERY
LOOMIS
CUSTOMER PICKUP
OUR TRUCK
Configure Freight Manager Rates for Method: UPS
From Code | Thru Code | Cube Rate | Weight Rate
L4K 3W3 | L4B 4S8 | 10.00 | 2.00
0.00 | 0.00
To configure freight zones, select a Shipping Method, then configure from / thru codes and rates for the freight zone.
This information is used in conjunction with the cube and per fields in the inventory module to calculate freight on a sales order.
The name of the factor
CAPS

### *Landed Cost Factors*

This is an Elite feature. A landed cost factor is a cost involved in making the goods purchased ready for sale. These are costs that you want included into the cost of the inventory item. Examples include, but are not limited to freight, brokerage, duty, etc. See Chapter 18 – Elite Features for more details on this module.

**Factor –** enter the factor you wish to track as a landed cost (e.g. Freight, Duty and Brokerage)

**Percentage or Amount –** If you have a rough estimate on what you normally pay in either of these factors, enter it here. Choose either the percentage or flat amount.

**Default –** do you want this factor to default to show up on the PO. If yes then leave checked.

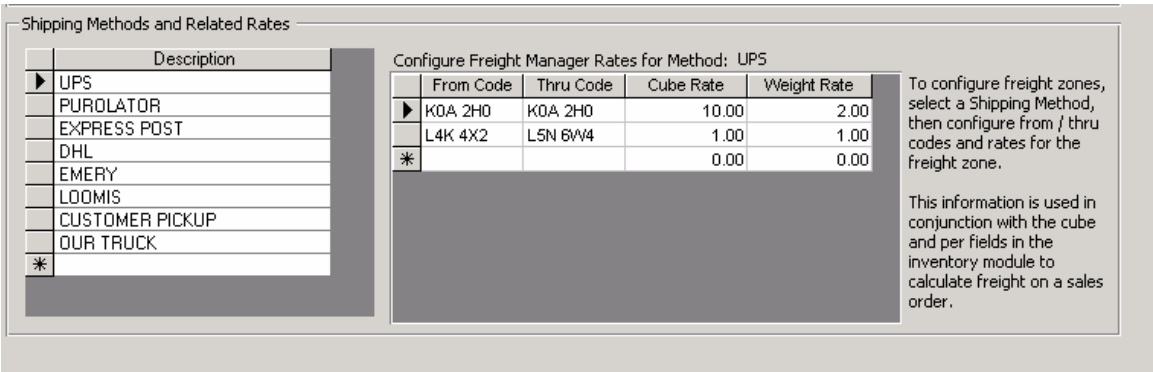
**GL Accrual Account -** what account you wish to accrue the landed costs to.

**Vendor –** the vendor who will most likely invoice you regarding the landed cost factor

**Inventory Override Level –** at the inventory level, do you wish to override this item with a landed cost factor.

## *Shipping Methods And Related Rates*

This program allows you to define any number of standard shipping methods, in order to speed daily entry when entering sales and purchase orders.



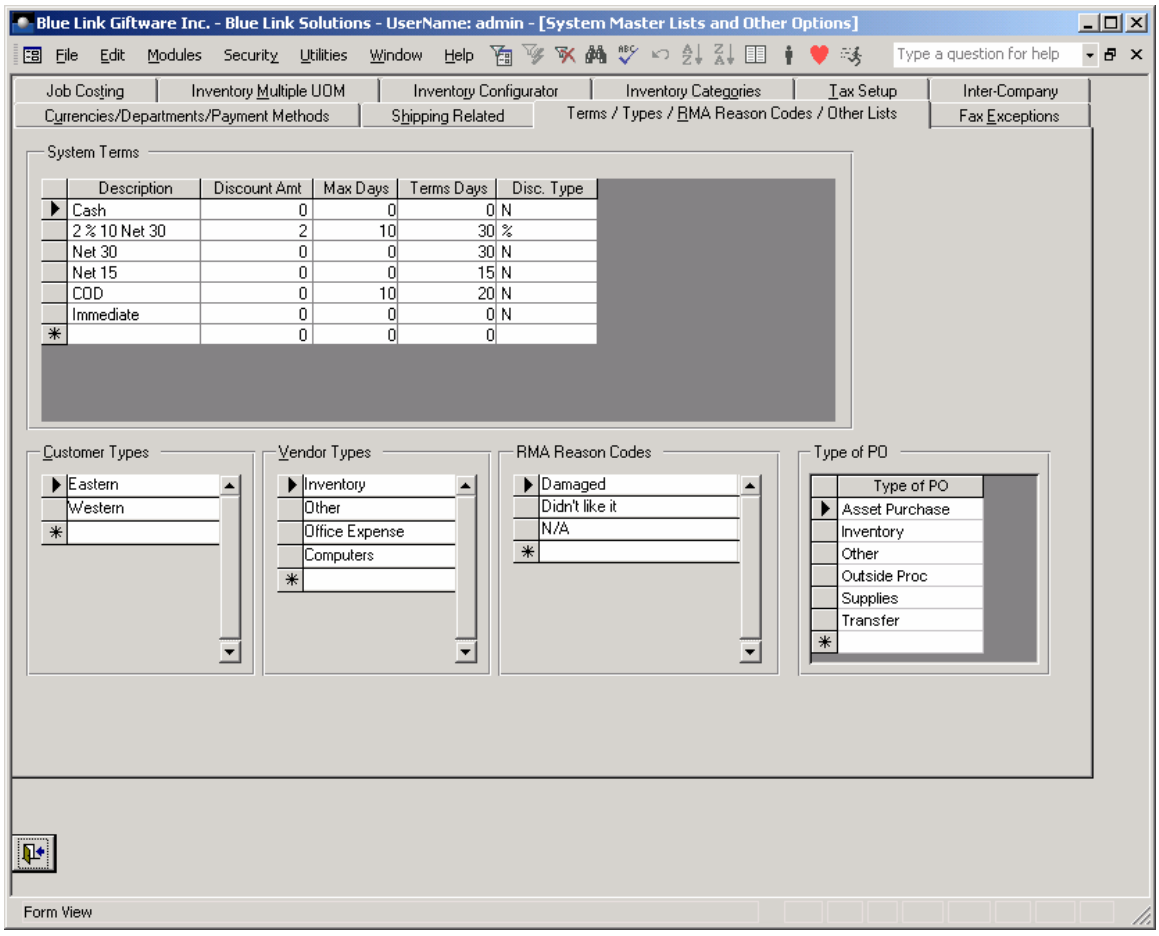

**Description**
This is the description of the shipping method that will display on data entry screens, and print on sales and purchase orders and invoices.

**Configure Freight Manager Rates**
By clicking on a freight method you can then set up rates for a postal code range using this freight method. In this example using Shipping Method “UPS” from L4K 4X2 through L5N 6W4 the cost is $1.00 per cube rate or $1.00 per weight rate.

See Chapter 18 on Freight Manager for more details.

Note this feature is only applicable for shipping within Canada.

## 6.3.3 TERMS / TYPES / RMA REASON CODES




### *System Terms*

Define the terms you would like to be able to use in the A/R and A/P modules. System terms determine when items are due, allow you to grant/take discounts, etc. Each customer or vendor must be associated with a set of terms.

System Terms

| Description | Discount Amt | Max Days | Terms Days | Disc. Type |
|---|---|---|---|---|
| Cash | 0 | 0 | 0 | N |
| 2 % 10 Net 30 | 2 | 10 | 30 | % |
| Net 30 | 0 | 0 | 30 | N |
| Net 15 | 0 | 0 | 15 | N |
| COD | 0 | 10 | 20 | N |
| Immediate | 0 | 0 | 0 | N |
| | 0 | 0 | 0 | |

**Description**
This is the unique description used to identify these terms. The description is displayed on data entry screens and prints on invoices.

**Discount Amount**
The amount of discount allowed if paid within the specified discount days. Enter zero if discount is not applicable.

**Max Days**
The number of days permitted for the discount defined in the previous column, if any. An invoice must be paid in full within this number of days in order to qualify for the discount. If discount does not apply, you may enter zero in this column.

**Terms Days**
The maximum number of days allowed before an invoice is overdue.

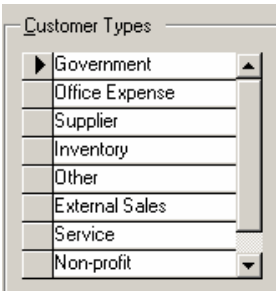
**Terms Type**
You have three options in this column, which describe the type of discount permitted under these terms. Pull down the list to display the applicable types, as follows:

| | |
|---|---|
| % | Percentage Discount |
| $ | Dollar Discount |
| N | No Discount |

When entering or modifying a standard set of terms, you may save the entry or changes that you have made by moving to the next line.

## *Customer Types*

This section allows you to define any number of customer types, which may be applied to customers in the customer file in order to differentiate them for information and reporting purposes.




For each customer class you wish to define, simply type in the description and press Enter to move the cursor to the next line. Some examples of the types of customer classes you may wish to set up are as follows:

1. Types that differentiate resellers from end-users.

2. Types that classify customers by size or volume of sales.

3. Types that differentiate customers by the type of industry in which they operate.

## *Vendor Types*

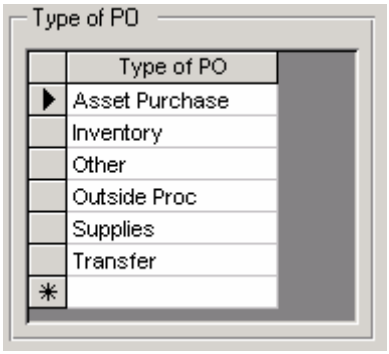
This is similar to Customer Types but set up for differentiating your vendors.

## *RMA Reason Codes*

Enter the RMA Reasons to appear in the RMA Module.

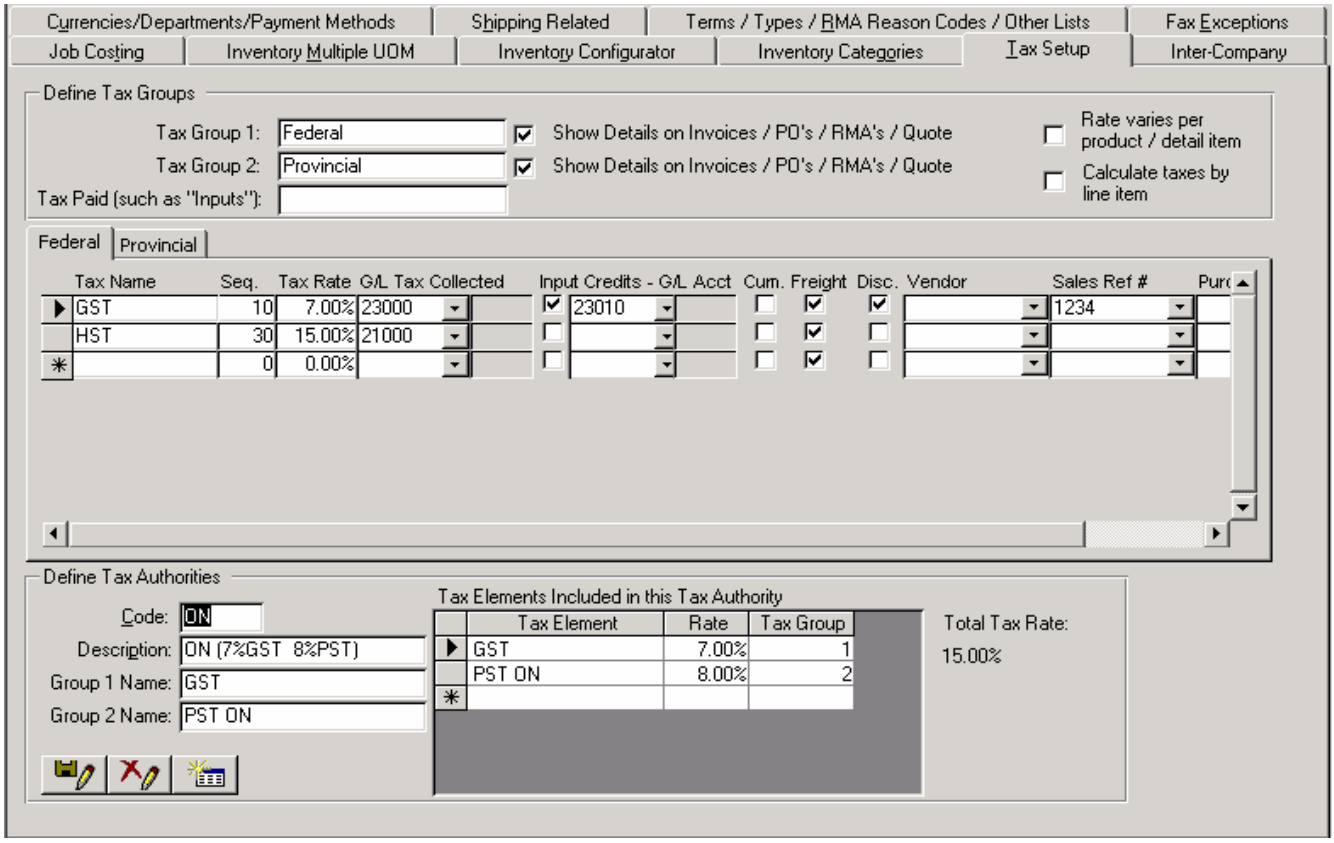
## *Type Of PO*

When entering a Purchase Order you may specify the type of Purchase Order that it is. Maintain the master list here.



## 6.3.4 TAX SETUP

For detailed information on setting up Tax Authorities for your jurisdiction, please see your country specific reference guide. Ask your Blue Link representative for this document if you do not have it.




### *Define Tax Groups*

Normally you will have one or two tax groups. This is a method of grouping the tax elements for reports and calculations.

### *Define Tax Elements*

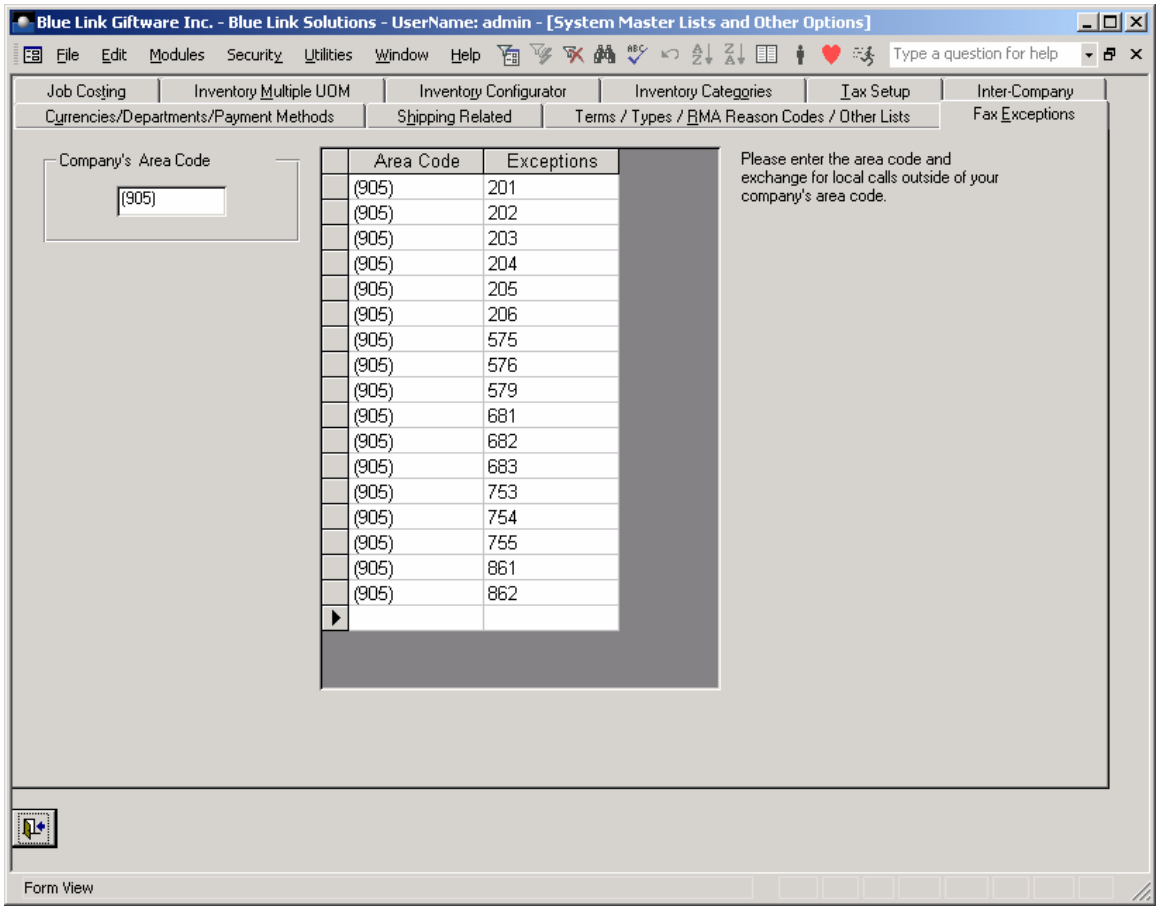
Tax Elements are every possible detail tax levels that need to be calculated. You can define Tax Elements under each Tax Group.

### *Define Tax Authorities*

The Tax Authority is the end result. This is a 2 character code. Each Customer and Vendor must be assigned a Tax Authority. Information such as the tax rates per tax element are entered here.

## 6.3.5 FAX EXCEPTIONS

By default, all fax numbers with area codes that are different than your company's area code will be considered long distance. The Fax Exceptions screen allows you to define exceptions to long distance dialing rules when faxing out documents from Solutions.

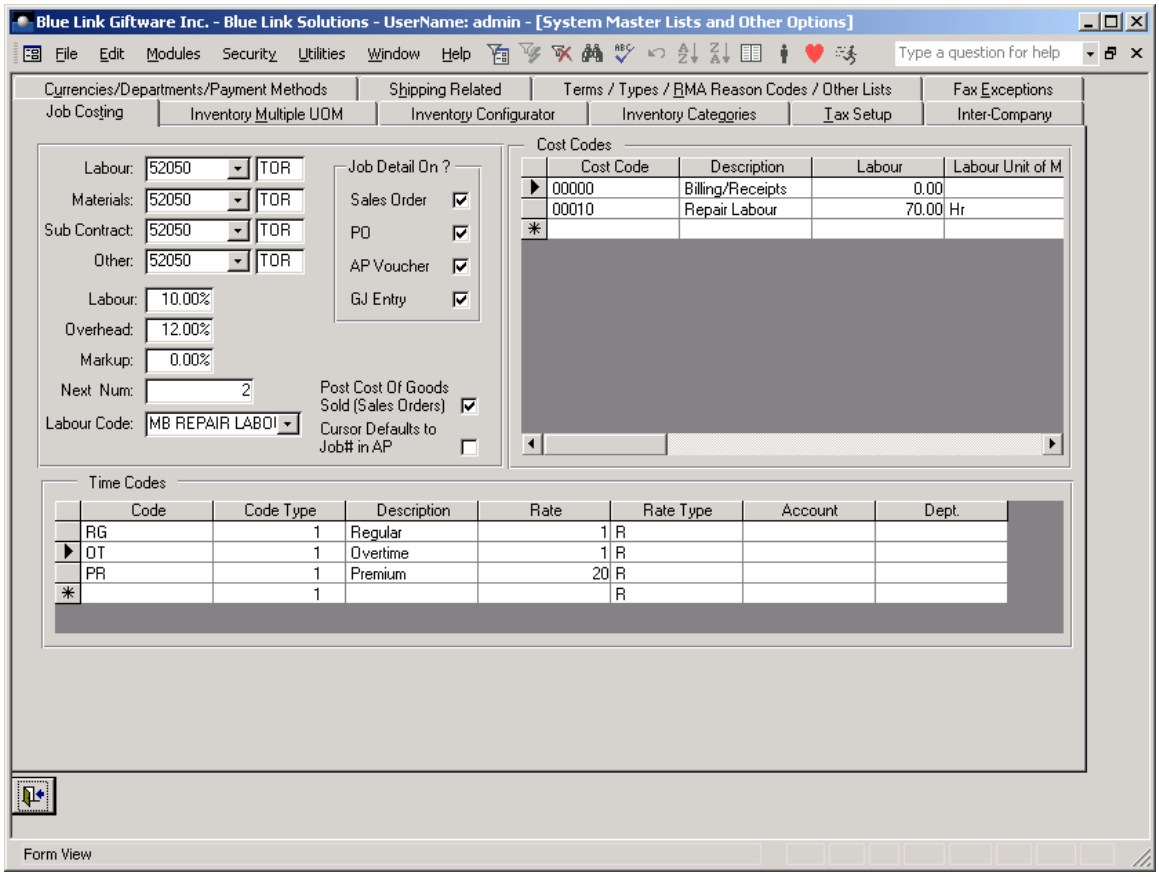



**Company's Area Code**
Enter your company's area code in this field. All fax numbers that begin with this area code will be considered local calls by Solutions. If the some of the exchanges in your company's area code are long distance, enter 000.

**Exception List**
Enter Area Codes and exchanges for numbers that are in the area code specified in the Company's Area Code field, and are local calls.

## 6.3.6 JOB COSTING

This screen allows you to enter default information to be used in the Job Costing module.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Type a question for help
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Labour: 52050 TOR
Materials: 52050 TOR
Sub Contract: 52050 TOR
Other: 52050 TOR
Labour: 10.00%
Overhead: 12.00%
Markup: 0.00%
Next Num: 2
Labour Code: MB REPAIR LABOI
Job Detail On ?
Sales Order
PO
AP Voucher
GJ Entry
Post Cost Of Goods Sold (Sales Orders)
Cursor Defaults to Job# in AP
Cost Codes
Cost Code | Description | Labour | Labour Unit of M
00000 | Billing/Receipts | 0.00
00010 | Repair Labour | 70.00 | Hr
Time Codes
Code | Code Type | Description | Rate | Rate Type | Account | Dept.
RG | 1 | Regular | 1 | R
OT | 1 | Overtime | 1 | R
PR | 1 | Premium | 20 | R
Form View

### *G/L Integration Accounts*

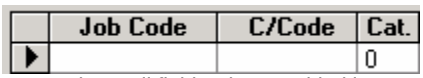
**Labour/Materials/Sub Contract/Other**
Enter G/L accounts to default for Labour, Materials, Sub Contract and Other costs. You may enter Labour and Overhead "burden" percentages, which will be added to cost estimates on various reports in order to factor these indirect costs into overall project costing.

**Labour/Overhead/Markup**
You may enter a default markup if project pricing is based on a markup from cost.

**Next Num**
Enter a starting Job Number.

**Labour Code**
Select an existing Non-Inventory item to be used for Labour. If you have not created such an inventory item, do so now.

**Job Detail On?**
Check these boxes to show the job costing fields in the module mentioned. Leave the box blank to hide these fields.



| | Job Code | C/Code | Cat. |
|---|---|---|---|
| ▶ | | | 0 |

*Job Detail fields when enabled in A/P Voucher Screen will add these columns.*

**Post Time Cards to Job only (not Payroll)**
By default, time card information is posted from the time card entry screen into the payroll system. When the payroll run has been processed, the costs associated with the time cads will be posted to the appropriate job. By checking off this flag, the time cards will post the costs directly to the job(s) specified. This allows use of the timecard system when Blue Link Canadian Payroll is not being used.

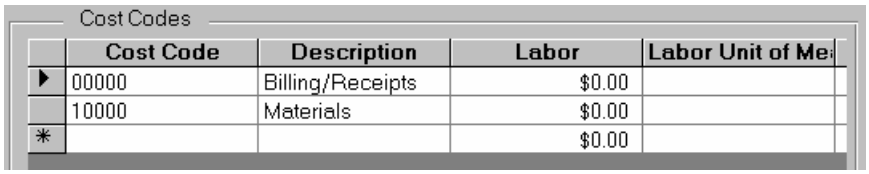
**Post Cost of Goods Sold (Sales Orders)**
By default, job costs are posted from the Purchase Order Module, rather than the Order Entry Module. A construction company leaves this box unchecked to ensure that materials purchased, even though not ending up as line items on customer invoices, end up associated with the job's cost. A distribution company would check this box so that costs are posted to jobs when items in inventory are sold.

If this box is checked, the Sales Order system posts the costs to cost code 10000. This cost code must be set up prior to any postings.

**Cursor Defaults to Job# in AP**
By default, the cursor in the AP Vouchers Screen defaults to the G/L Account Number. If you check this box, you will be changing this default to the Job# field.

## *Cost Codes*

Cost codes are the basis for accurate estimates in the Job Cost system. Use this function to add new cost codes or to view or update your earlier estimates and transactions. If for any reason you want to change the cost codes in any non-posted estimate or project transaction, you must edit the estimate or transaction in the appropriate entry program.



Cost Codes

| | Cost Code | Description | Labor | Labor Unit of Me |
|---|---|---|---|---|
| ▶ | 00000 | Billing/Receipts | $0.00 | |
| | 10000 | Materials | $0.00 | |
| * | | | $0.00 | |

For example, if you want to define a cost code for "Foundations", you may determine that each foot of Foundation has a cost of $30.00 in materials and $25.00 in Labour. In addition, you might have the rental fee for the Forms at $5.00 per foot. To enter this as a cost code, you would use a number that is standard to your industry (as in construction) or devise your own numbering system (i.e., Foundation = 10000; Drywall = 20000, etc.). After entering the appropriate number, enter the description, perhaps Cement Foundation. Then for Labour, enter the unit cost of $25.00 with a U/M of "Hr"; for Materials $30.00 with U/M of "Ft"; and for Other $5.00 with a U/M that is appropriate (i.e. Each, Hours, Days, FT).

The different cost code categories, Labour, Materials, Sub-contract, and Other, allow you to enter unit costs in more than one category. For example, your cost code for tile flooring could have a labour cost per hour plus the tile unit cost, and you can enter transactions separately for each category under the same cost code.

The Other category can be used for transactions such as rentals, lease payments, license fees, and similar items which are not properly included in the first three categories.

Cost Categories are treated as a subdivision of cost codes in reports such as the estimate printout and the Job Cost Analysis, where estimated costs are compared to actual costs by cost category.

You can make your cost codes as detailed (numerous) or simple (few) as desired. However, the more codes you have the better able you will be to keep track of costs.

For example, if you build homes you may have a good idea of the cost per foot to build. You could assign only one cost code for the per foot cost. However, you won't be able to tell which areas ran over cost and which ran under. On the flip side, you can get too detailed. Keeping track of each size of nail and quantity is probably beyond the needs for most contractors. A better alternative is to determine how much detail you need, then create the appropriate costs codes to go with it. As a final note, cost codes may be added at any time so that your estimates may get more detailed as you become familiar with the Solutions Job Cost Management System.

**Cost Code**
The cost code can be up to 10 alphanumeric characters. Use a number or code that is standard to your industry (as in construction) or devise your own numbering system (i.e., Foundation = 10000; Drywall = 20000, etc.).

**Description**
The Description can be up to 25 alphanumeric characters; it is displayed with the cost code in Enter Project Estimates, and Enter Project Transactions.

**Labour (Rate)**
In the Labour column, type in the rate (in cost per unit) that you want to associate with the cost code you have created or displayed. You will enter a Unit Cost here. When estimating, the unit cost is multiplied by the number of units that you enter to calculate the extended cost.

**Labour Unit of Measure**
U/M (unit of measure) is a memo field that is displayed with the Unit Cost in other programs. These could be “Hour”, “Each”, “Foot”, etc.

**Materials (Rate)**
In the Materials column, type in the rate (in cost per unit) that you want to associate with the cost code you have created or displayed. You will enter a Unit Cost here. When estimating, the unit cost is multiplied by the number of units that you enter to calculate the extended cost.

**Materials Unit of Measure**
U/M (unit of measure) is a memo field that is displayed with the Unit Cost in other programs. These could be “Hour”, “Each”, “Foot”, etc.

**Sub-Contract (Rate)**
In the Sub-Contract column, type in the rate (in cost per unit) that you want to associate with the cost code you have created or displayed. You will enter a Unit Cost here. When estimating, the unit cost is multiplied by the number of units that you enter to calculate the extended cost.

**Sub-Contract Unit of Measure**
U/M (unit of measure) is a memo field that is displayed with the Unit Cost in other programs. These could be “Hour”, “Each”, “Foot”, etc.

**Other (Rate)**
In the Other column, type in the rate (in cost per unit) that you want to associate with the cost code you have created or displayed. You will enter a Unit Cost here. When estimating, the unit cost is multiplied by the number of units that you enter to calculate the extended cost.

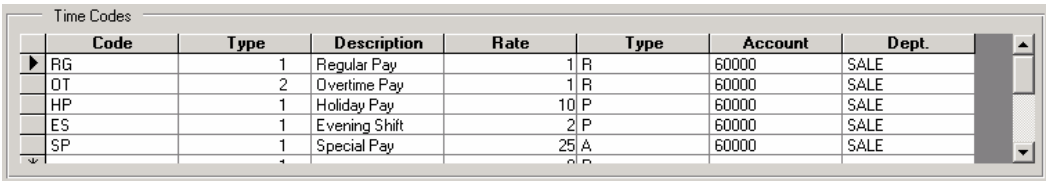
**Other Unit of Measure**
U/M (unit of measure) is a memo field that is displayed with the Unit Cost in other programs.

## *Time Codes*

Time codes define how employees are paid for work tracked through the job costing module's time cards function

| Note: | This feature is fully integrated with the Payroll Module that ships with Blue Link Solutions, and uses the employee's regular and overtime rates as defined in that module. |
|---|---|

All standard pay scales (Regular, Vacation, Sick, etc.) should have a time code defined here. Other variations for pay scales, such as time and a half, shift premium, or a flat rate, can be added here. Any rates using the regular pay rate as the basis for another rate will calculate the pay for an individual time card by using the information in the employee record.


Time Codes

| Code | Type | Description | Rate | Type | Account | Dept. |
|---|---|---|---|---|---|---|
| RG | 1 | Regular Pay | 1 | R | 60000 | SALE |
| OT | 2 | Overtime Pay | 1 | R | 60000 | SALE |
| HP | 1 | Holiday Pay | 10 | P | 60000 | SALE |
| ES | 1 | Evening Shift | 2 | P | 60000 | SALE |
| SP | 1 | Special Pay | 25 | A | 60000 | SALE |

**Code**
This as a 2-character user defined code to distinguish this record.

**Type**
This determines type of pay for the hours entered. For example, if this is a type 4 then all hours and amounts entered for this type will be added to the Sick Pay Amounts/Hours in the employee record and on the employee's pay check. In the case of Overtime, it calculates rate on the Overtime rate listed in the employee record.

1 – Regular Pay
2 – Overtime Pay
3 – Holiday Pay
4 – Sick Pay
5 – Other Pay

**Description**
This field is the user-defined name for the time code.

**Rate**
The rate can represent a multiplier, or a dollar amount. Its function is determined by the "Type" define next. Enter a figure that will be used to calculate the pay amount in the time cards. The type of pay will determine whether this is a Rate, Premium, or Flat Amount. You will choose the type after you enter the value.

**Type**

"R" for rate - If you enter "R", the pay for that line will be calculated as Rate (in this case, a multiplier, defined above) x the employee's pay rate for the type of pay (defined above) x the number of hours worked.

"P" for Premium - If you enter "P", the program will add the value specified in the Rate to the regular pay rate. Calculated as (Employee's Pay + Rate) x the number of hours worked.

"A" for Flat Amount - If you enter "A", then the calculation will be Rate x the number of hours worked. (Payroll rates for this employee are ignored.)

**Account / Department**
Enter the G/L account (and optionally department) to which time card entries under this code should default (expense account).

When you select this function, you can edit existing time codes or define new ones. To find an existing entry, you may use the standard record search keys or the F4 list key.

It is recommended that you set up your regular pay time code and 1.0 as the rate. In this way, the regular pay calculated for any hourly employee will be 1 times the hourly pay amount set up in each employee's record.

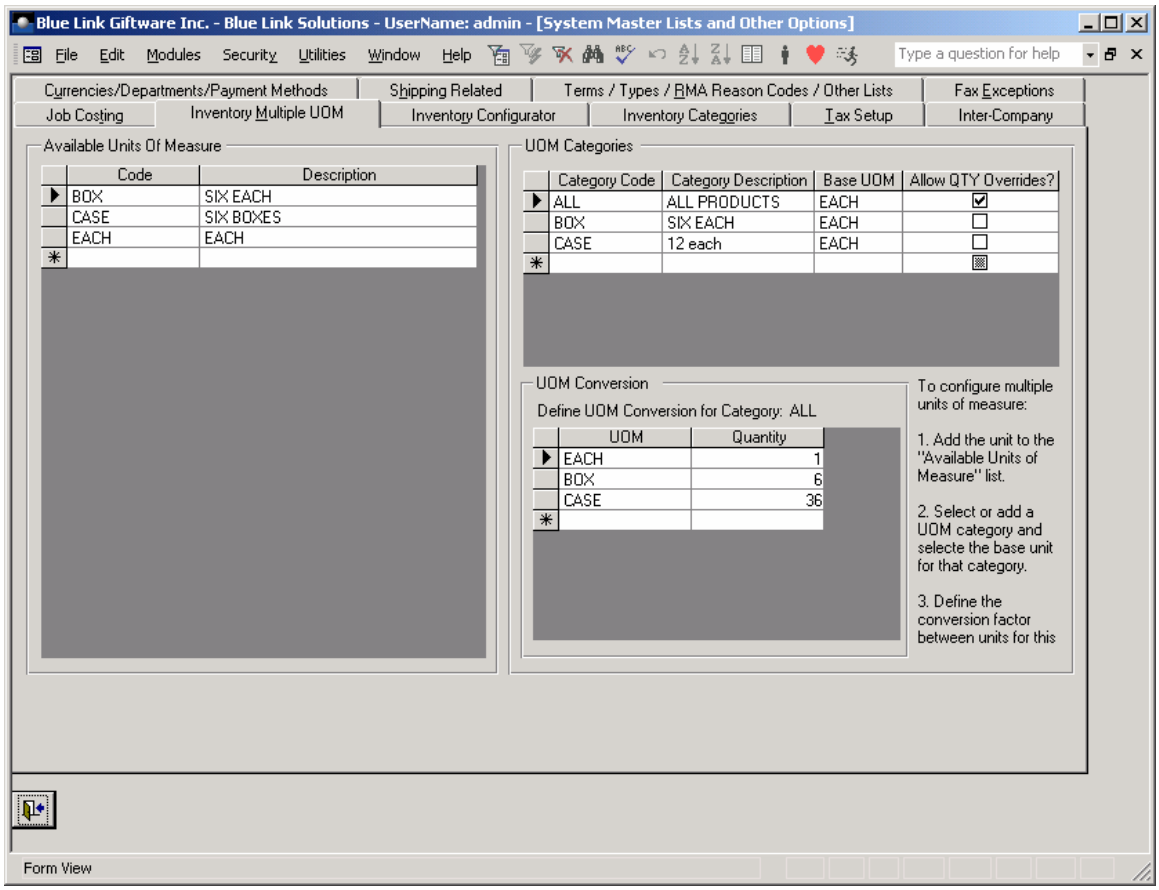
Regular overtime should also be established as a rate (R) of 1.0 to multiply the overtime rate in the employee record by 1.

Another possible use for Time Codes is for standard labour rate classifications. A journeyman plumber might be paid $20 per hour where an apprentice is paid $15 per hour, etc. By using Time Codes, you can enter these flat rates and then apply them to any employee in any time card entry.

When you charge an existing time code, remember that these time codes are the basis for calculating pay for all employees. Update these codes with caution. Also remember that you don't need any codes at all. You may also mix and match within a single employee's time card. You don't need any Time Code records to make Time Card entries.

## 6.3.7 MULTIPLE UOM

This tab will only appear if you have the Inventory Multiple Units of Measure flag checked on the Inventory Information tab in System Master. This is intended for adding to Unit of Measure after you have gone through the Inventory UOM Configuration wizard found in **Utilities | Inventory UOM Configuration Wizard. It is advised that you use the wizard for setting up UOM!**




### *Units of Measure*

This section displays all of your Units of Measure. The unit of measure configuration wizard will populate this tab based on the entries made there. You may add to this list after using the configuration wizard. This is a list of all of the units of measure you come in contact with and need to be available at the time of the purchase order or the sales order. Examples include boxes, litres, gallons, cases, feet, inches, pounds, and kilograms.

### *UOM Categories*

Contained in this list are the categories of the above units of measure that are listed. For example, boxes and containers may be included under a category of Containers. Therefore containers will be added.

**Code**
This is a 10 character code for this UOM.

**Description**
This is a description of the UOM code.

**Base UOM**
For each category there needs to be a base unit of measure. This base UOM is how the inventory is stored in Blue Link Solutions. When a transaction occurs in another UOM, it is calculated up or down from the base UOM. This is explained in more detail in Chapter 12 on Unit of Measure.

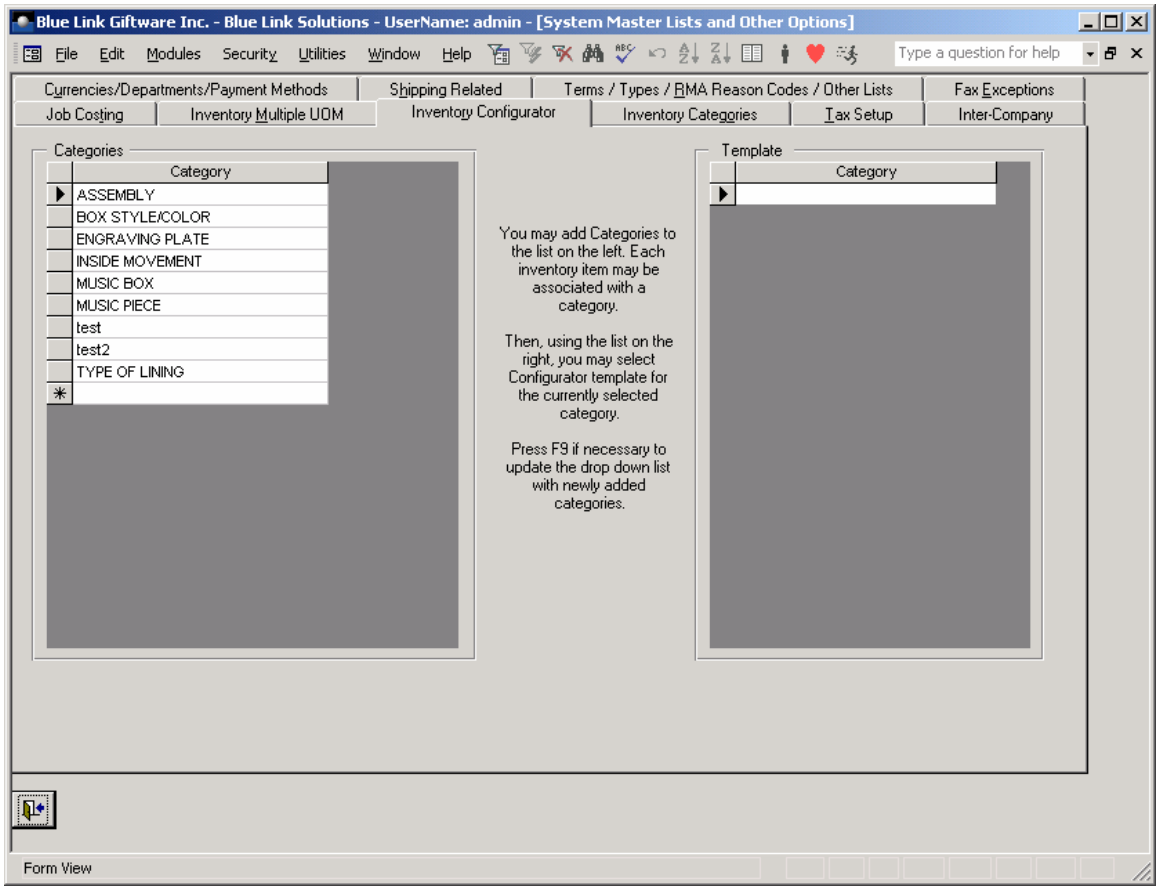
**Override Qty?**
Per UOM category of inventory items, do you want to be able to override the quantity breakdown of each inventory item as it relates to unit of measures. For example perhaps the standard breakdown of each to boxes is 10:1. This means that 10 items with a UOM of "Each" make up 1 box. Perhaps there are a few inventory items where this ratio does not apply. Then you would want to override the quantity.

## *UOM Conversion*

In this section the units of measure are assigned to the various categories. As well the breakdown of quantity ratios are displayed here. The base unit of measure will always have a quantity of "1".

### 6.3.8 INVENTORY CONFIGURATOR ✍

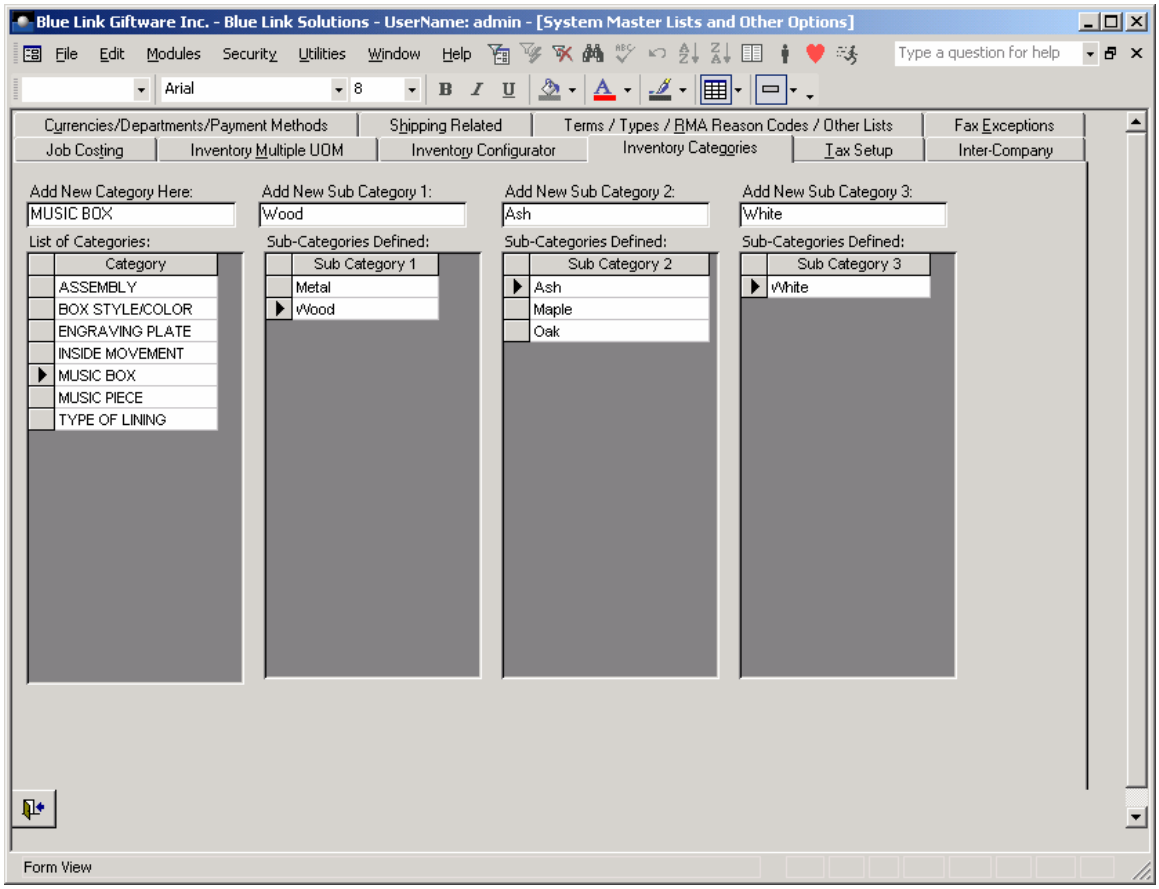
The Configurator is an Elite feature.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Type a question for help
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Categories
Category
ASSEMBLY
BOX STYLE/COLOR
ENGRAVING PLATE
INSIDE MOVEMENT
MUSIC BOX
MUSIC PIECE
test
test2
TYPE OF LINING
You may add Categories to the list on the left. Each inventory item may be associated with a category.
Then, using the list on the right, you may select Configurator template for the currently selected category.
Press F9 if necessary to update the drop down list with newly added categories.
Template
Category
Form View

It allows you to configure templates for categories. See Chapter 18 – Elite Features for more details.

## 6.3.9 INVENTORY CATEGORIES

This section is designed to configure the sub categories found in Inventory Control. This is designed for subcategories for Web.Venture™ but can be used as additional fields for reporting.



The above example relates to a gift distributor:

**Category**
This field is shared with the category from the configurator tab. Any additions here will be added to the Inventory Configurator tab. In this example we have types of products including a music box. We will continue with the music box.

**Sub Category 1**
By clicking on a category, you may then add Sub Category 1. In this example we want to add the materials that these music boxes are so we will add metal and wood. We will continue with wood.

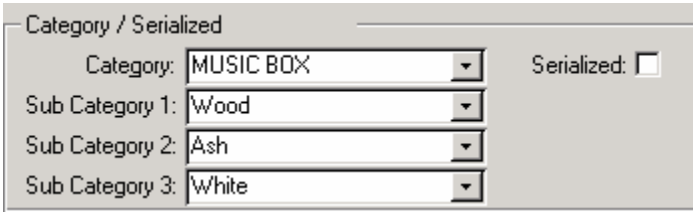
**Sub Category 2**
By clicking on Sub Category 1 you may add a further sub category. In this example the types of wood are available which include Ash, Maple, and Oak. We will continue with flat Ash.

**Sub Category 3**
By clicking on a specific item in Sub Category 2 you may add a third sub category. In this example Ash is selected and available are the various types of Ash.

To Summarize:

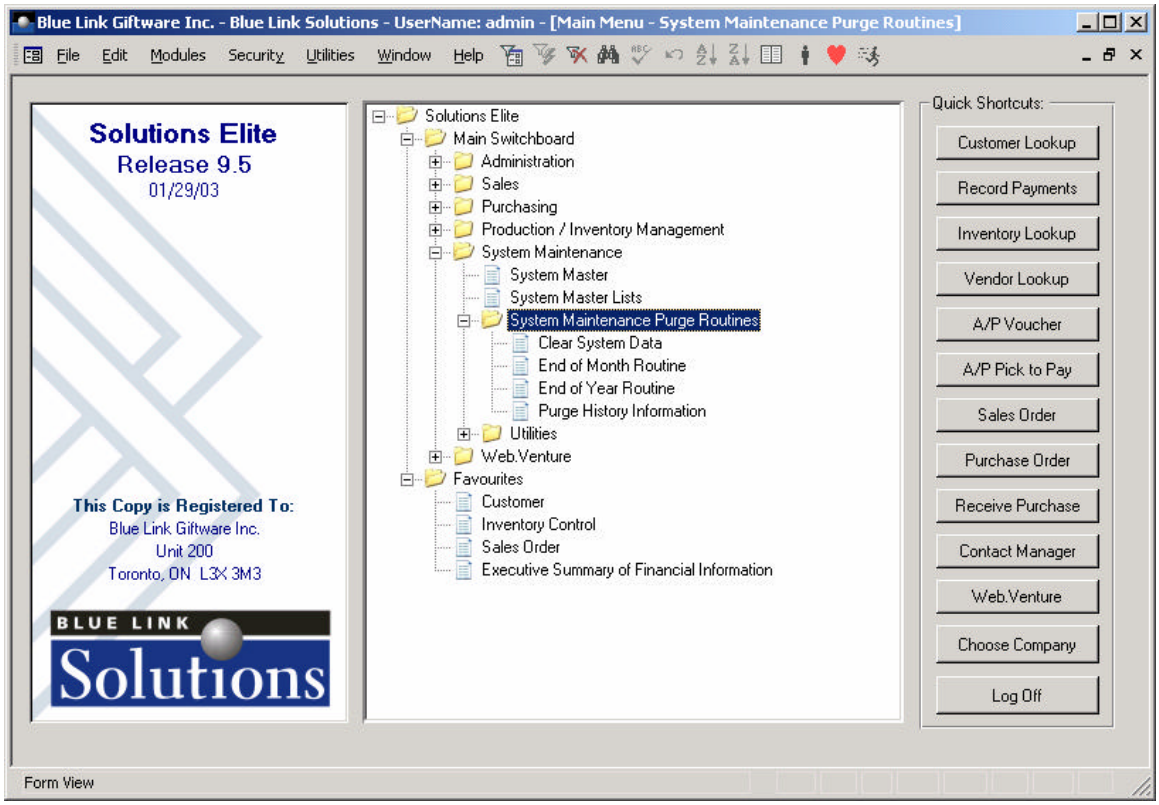
Category – Music Box
Sub Category 1 – Wood
Sub Category 2 – Ash
Sub Category 3 – White

Then when in inventory you may select the appropriate categories as set up here.



# 6.4 System Maintenance Purge Routines

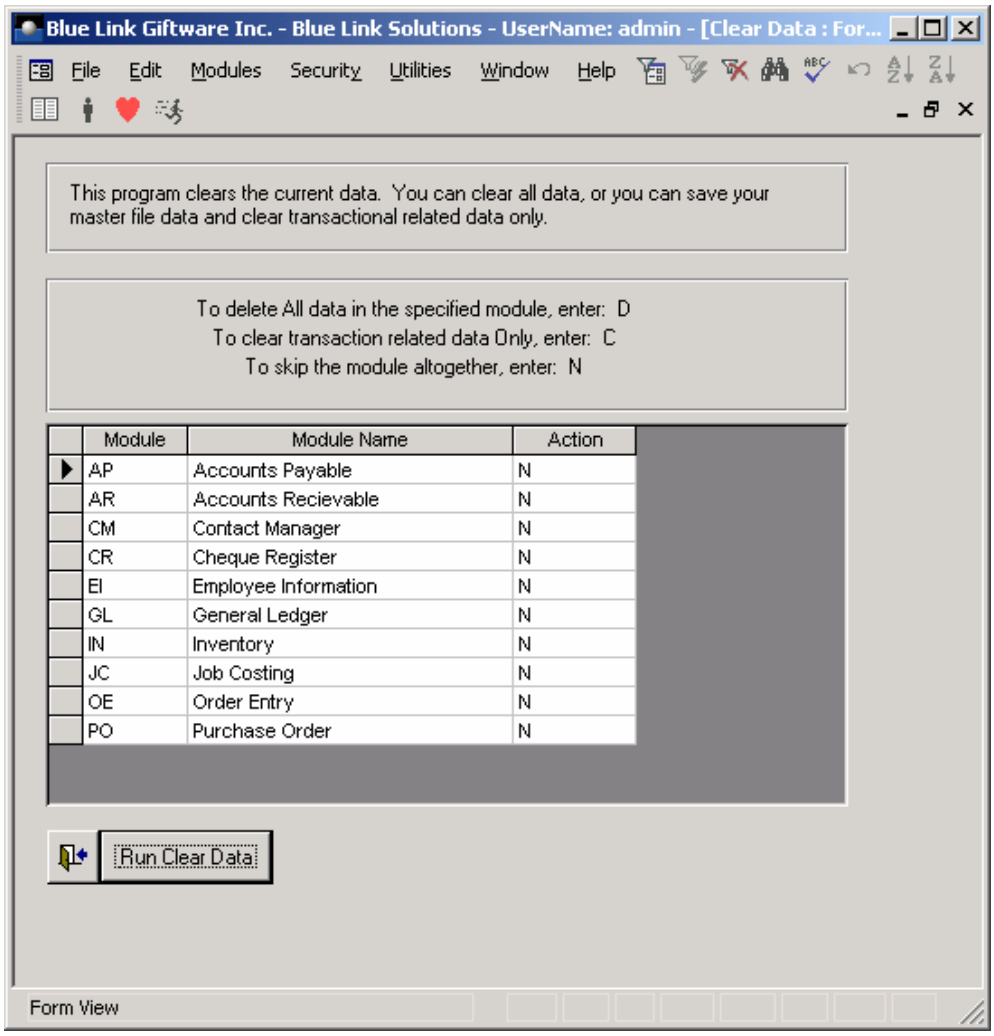
This option is available only from the Explorer-style menu.



### 6.4.1 CLEAR SYSTEM DATA

The purpose of this program is to delete data from one or more of the modules of Blue Link Solutions. This feature should only be used in order to clear the demo data supplied with the package, prior to setting up your own information. **This is an extremely dangerous module, and should only be used if you are certain that you know what you are doing.**

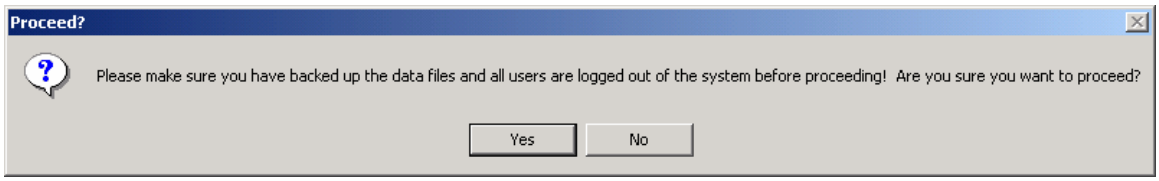
When you select this option, the following screen is displayed:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Clear Data : For...
File Edit Modules Security Utilities Window Help
This program clears the current data. You can clear all data, or you can save your master file data and clear transactional related data only.
To delete All data in the specified module, enter: D
To clear transaction related data Only, enter: C
To skip the module altogether, enter: N
Module Module Name Action
AP Accounts Payable N
AR Accounts Recievable N
CM Contact Manager N
CR Cheque Register N
EI Employee Information N
GL General Ledger N
IN Inventory N
JC Job Costing N
OE Order Entry N
PO Purchase Order N
Run Clear Data
Form View

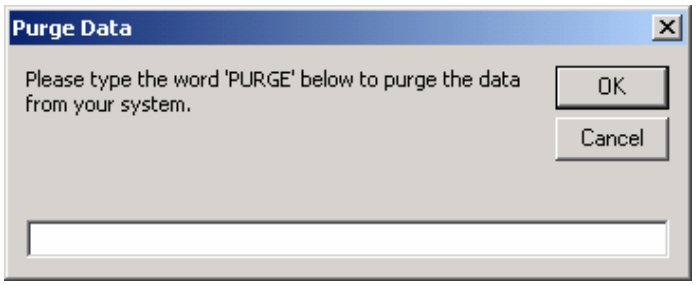
For each of the modules listed on the screen, you have three options:

**D** – to delete all the data for that module
**C** – to clear transaction related data from the module, but leave the master files intact
**N** – to skip this module altogether and not clear any data

When you have finished making your selections, click on the **Run Clear Data** button to clear the data. You will then see the following message box reminding you to make sure that you have backed up your data files and logged all users out of the system.


Proceed?
Please make sure you have backed up the data files and all users are logged out of the system before proceeding! Are you sure you want to proceed?
Yes
No

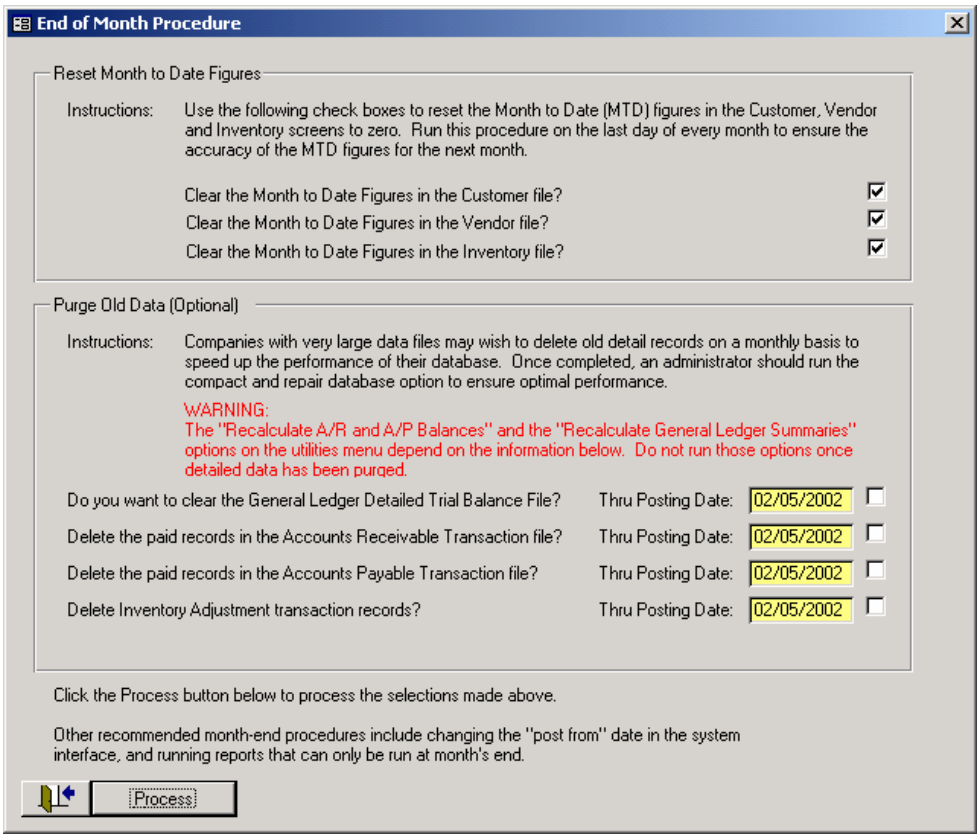
After clicking Yes to proceed, you will be prompted to enter in the word PURGE before you can purge your data. This is designed to prevent the situation where you click 'OK' to messages without reading them.



## 6.4.2 END OF MONTH ROUTINE

This program should be used at the end of every month in order to update certain of the monthly amounts. The program also optionally allows you to purge old transaction data. If you do not perform this routine at the end of every month, the only numbers that will be adversely affected will be the month to date numbers, the customer, vendor and inventory files.

When you select this option from the menu the following screen is displayed:


End of Month Procedure
Reset Month to Date Figures
Instructions:
Use the following check boxes to reset the Month to Date (MTD) figures in the Customer, Vendor and Inventory screens to zero. Run this procedure on the last day of every month to ensure the accuracy of the MTD figures for the next month.
Clear the Month to Date Figures in the Customer file?
Clear the Month to Date Figures in the Vendor file?
Clear the Month to Date Figures in the Inventory file?
Purge Old Data (Optional)
Instructions:
Companies with very large data files may wish to delete old detail records on a monthly basis to speed up the performance of their database. Once completed, an administrator should run the compact and repair database option to ensure optimal performance.
WARNING:
The "Recalculate A/R and A/P Balances" and the "Recalculate General Ledger Summaries" options on the utilities menu depend on the information below. Do not run those options once detailed data has been purged.
Do you want to clear the General Ledger Detailed Trial Balance File?
Thru Posting Date:
02/05/2002
Delete the paid records in the Accounts Receivable Transaction file?
Thru Posting Date:
02/05/2002
Delete the paid records in the Accounts Payable Transaction file?
Thru Posting Date:
02/05/2002
Delete Inventory Adjustment transaction records?
Thru Posting Date:
02/05/2002
Click the Process button below to process the selections made above.
Other recommended month-end procedures include changing the "post from" date in the system interface, and running reports that can only be run at month's end.
Process

**Reset Month to Date Figures**
The first three check boxes on this screen should **always** be checked when using this program at the end of the month. This will cause the month to date amounts in the vendor, customer and inventory files to be reset to zero.

**Purge Old Data (Optional)**
The last four options on this screen may be used to purge (or delete) transactions prior to a date specified by you. This is optional, and it is recommended that these transactions not be purged until it becomes necessary due to disk space limitations or volume of transactions.

If you intend using any of the transaction purge options, it is strongly recommended that you first perform a separate backup of your data (DATA9_0.MDF). In order to select a transaction purge, simply check the checkbox and enter the date prior to which you want all transactions to be purged. Please note the following for the various options:

**General Ledger Detailed Trial Balance file**
All General Ledger transactions prior to the date specified will be purged.

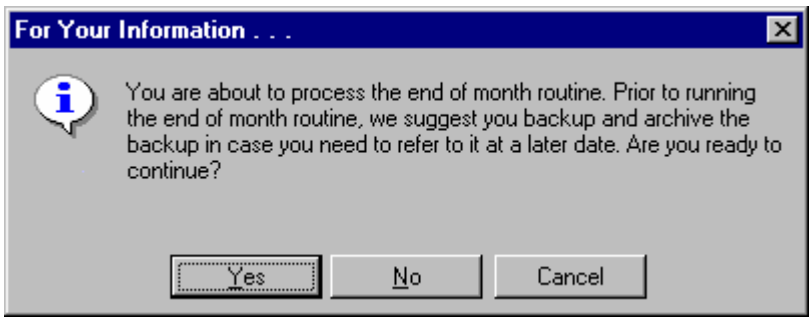
**Accounts Receivable transaction purge**
All transactions dated prior to the date specified, which have been fully paid, will be purged.

**Accounts Payable transactions**
All transactions which have been fully paid or allocated, and which are dated prior to the date specified, will be purged.

**Inventory Adjustments**
All inventory adjustment records prior to the date specified will be purged.

Click the "**Process**" button to continue with the purge.

The following warning screen will be displayed:

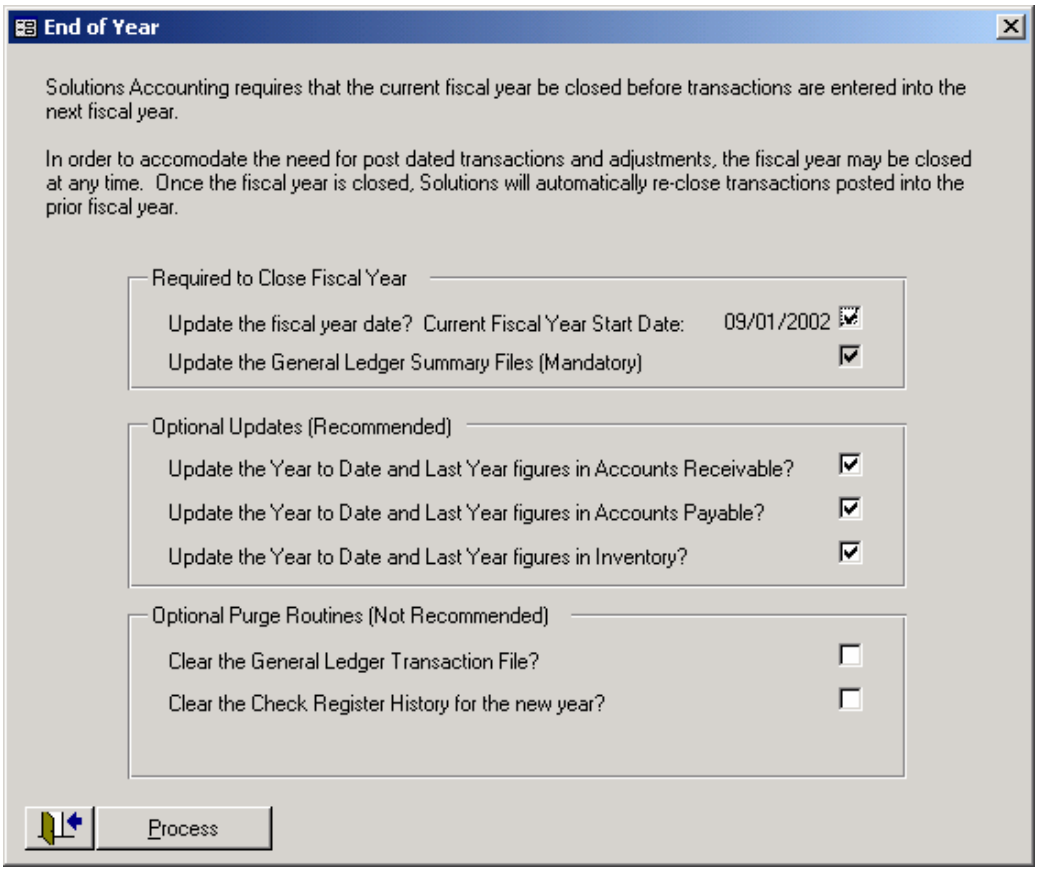

For Your Information . . .
You are about to process the end of month routine. Prior to running the end of month routine, we suggest you backup and archive the backup in case you need to refer to it at a later date. Are you ready to continue?
Yes
No
Cancel

Click Yes to continue with the purge; click No to reconsider any options, click Cancel to cancel the operation.

## 6.4.3 END OF YEAR ROUTINE

This program should be run at the end of your fiscal year, and is used to close off your books and bring forward the appropriate balances in the General Ledger. In addition, it may be used to reset the month-to-date and year-to-date figures in the customer, vendor and inventory files.

When you select this option from the menu the following screen displays:


End of Year
Solutions Accounting requires that the current fiscal year be closed before transactions are entered into the next fiscal year.
In order to accomodate the need for post dated transactions and adjustments, the fiscal year may be closed at any time. Once the fiscal year is closed, Solutions will automatically re-close transactions posted into the prior fiscal year.
Required to Close Fiscal Year
Update the fiscal year date? Current Fiscal Year Start Date: 09/01/2002
Update the General Ledger Summary Files (Mandatory)
Optional Updates (Recommended)
Update the Year to Date and Last Year figures in Accounts Receivable?
Update the Year to Date and Last Year figures in Accounts Payable?
Update the Year to Date and Last Year figures in Inventory?
Optional Purge Routines (Not Recommended)
Clear the General Ledger Transaction File?
Clear the Check Register History for the new year?
Process

The year end routine performs the following tasks:

**REQUIRED TO CLOSE FISCAL YEAR:**

**Update the fiscal year date**
Check this checkbox if you wish the system to automatically update your fiscal year start date. The current fiscal year start date is displayed in the screen, and will be incremented by one year.

**Update the General ledger Summary Files (Mandatory)**
This box is always checked since these files need to be updated after a Year End is processed.

**OPTIONAL UPDATES (Recommended):**

**Update the Year to Date and Last Year figures in Accounts Receivable**
Check this box if you wish to zero out the year-to-date figures in the customer file, and move them to the previous year figures.

**Update the Year to Date and Last Year figures in Accounts Payable**
Check this box if you wish to move the year-to-date figures in the vendor file to the previous year fields, and zero out the year-to-date fields.

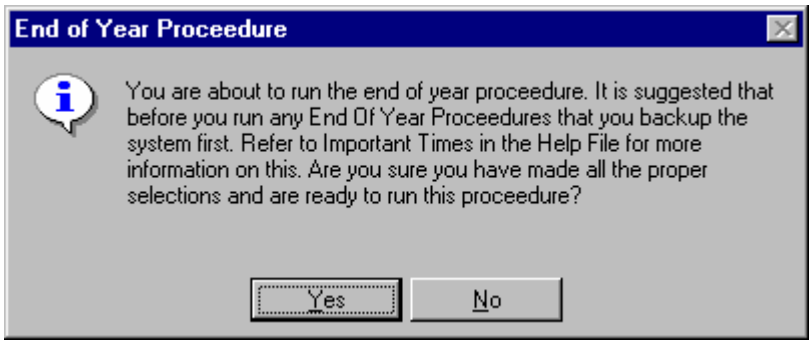
**Update the Year to Date and Last Year figures in Inventory**
Check this box if you wish to zero out the year-to-date figures in the inventory file, after moving them to the previous year fields.

**OPTIONAL PURGE ROUTINES (Not Recommended):**

**Clear the General Ledger Transaction file**
Check this box if you wish to clear out all history transactions for the General Ledger Module. We recommend that you do not select this option unless it is absolutely necessary.

**Clear the Bank Management History for the new year**
Check this box if you wish to clear out all history transactions for the bank management module. We recommend that you do not select this option unless it is absolutely necessary.

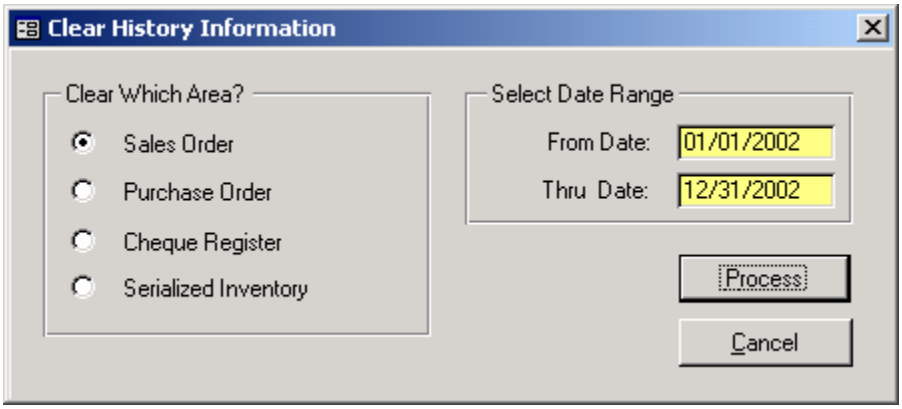
Once you have made your appropriate selections, click on the **Process** button to process your selections for the End of Year program. The following warning screen will be displayed:


End of Year Proceedure
You are about to run the end of year proceedure. It is suggested that before you run any End Of Year Proceedures that you backup the system first. Refer to Important Times in the Help File for more information on this. Are you sure you have made all the proper selections and are ready to run this proceedure?
Yes
No

Click Yes to continue or No to cancel the operation and return to the previous screen.

## 6.4.4 PURGE HISTORY INFORMATION

This program may be used to clear out historical data or posted transactions between a range of dates specified by you. When you select this option from the menu, the following screen is displayed:




| | |
|---|---|
| **Caution:** | Blue Link does NOT recommend purging history information unless transaction volumes are extremely high (over 100000 transactions per month) and a noticible system slowdown has been noticed that cannot be fixed by any of the regular maintenance methods. **Only companies who's compressed data file EXCEEDS 150MB should consider the need to purge history information.** |

**Clear Which Area?**
Select the transactions which you wish to clear:

**Sales Order**
Select this if you wish to purge posted invoices from the sales order module.

**Purchase Order**
Select this option if you wish to clear the purchase order history, which comprises the detailed record of all received purchase orders.

**Bank Management**
Select this option if you wish to purge all reconciled bank management transactions between the specified dates.

**Serialized Inventory**
Select this option if you wish to clear the detailed records of all serial numbers sold through the sales order module.

**From/Thru Dates**
Enter the transaction dates between which you wish the purge to commence.

| | |
|---|---|
| **Note:** | **Before running this option, you should backup your data file (My Company DATA9_0.MDB) and archive this backup in a safe place.** |

# 6.5 Utilities

To get to this function, choose **System Maintenance | Utilities**.

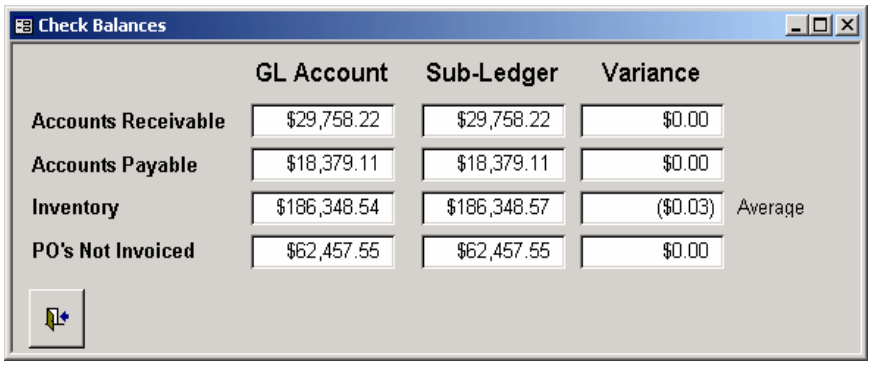
The Utilities section in System Maintenance, allows you to control the following procedures:

? Check Control Account Balances
? Recalculate A/R and A/P Balances
? Recalculate General Ledger Summaries
? Inventory UOM Configuration Wizard
? Create/Verify Inventory Locations
? Change Codes (Inventory, Customer, Vendor, G/L)
? Contact Manager Maintenance
? Import from Outlook
? Check References

In addition to the end-user utilities mentioned above, Blue Link has added the following utilities for internal use. These functions are password protected and are designed to facilitate product maintenance for Blue Link Solutions dealers. Please do not use these items:
? Table Viewer

### 6.5.1 CHECK CONTROL ACCOUNT BALANCES

Use this form to quickly check that your control accounts are in balance:

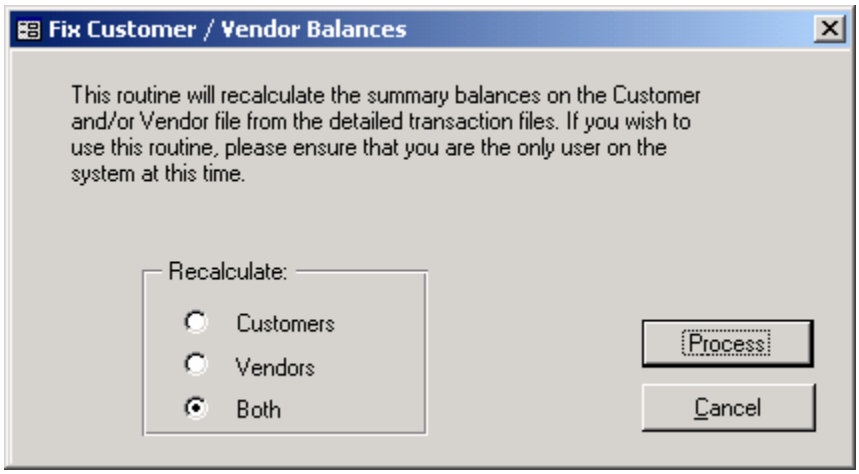



Should there be a variance (as is depicted above) further investigation is required:

1. Did someone post to your control account?
2. Did a system crash during the middle of a post routine?
3. Did someone change inventory costing methods without taking the appropriate precautions?
4. Is the variance due to rounding, or foreign currency transactions?

If you are unable to identify the source of the variance on your own, contact your dealer or Blue Link Associates for assistance.

### 6.5.2 RECALCULATE A/R AND A/P BALANCES


Fix Customer / Vendor Balances
This routine will recalculate the summary balances on the Customer and/or Vendor file from the detailed transaction files. If you wish to use this routine, please ensure that you are the only user on the system at this time.
Recalculate:
Customers
Vendors
Both
Process
Cancel

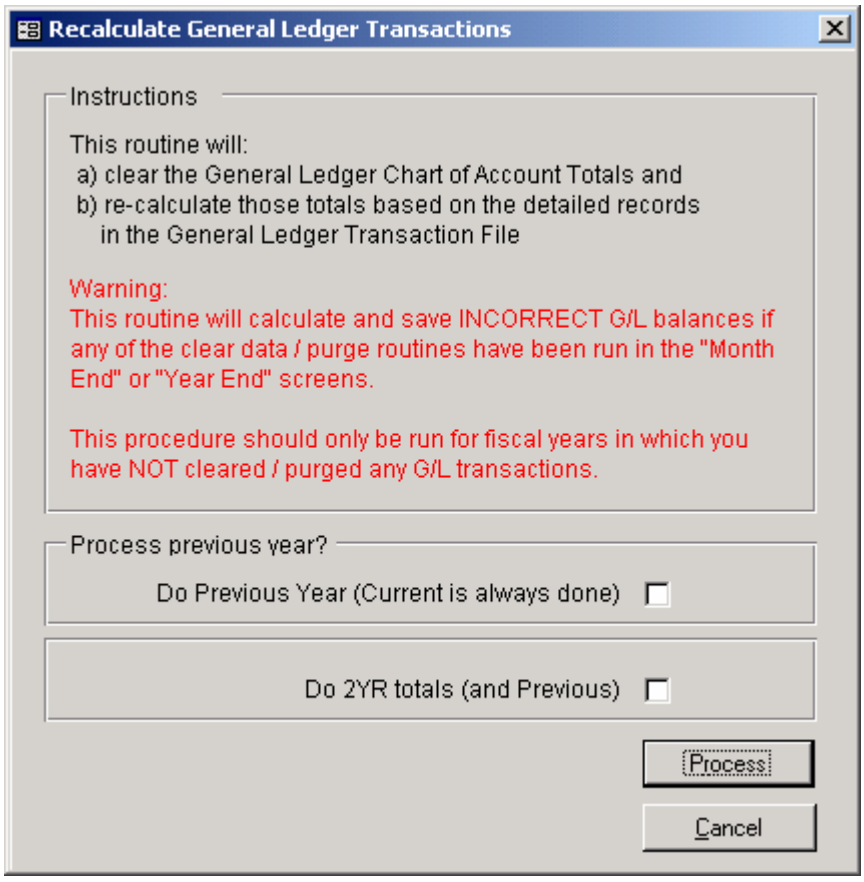
This function will recalculate the summary balances on the Customer and/or Vendor file from the detailed transaction files. If you wish to use this function, please ensure that you are the only user on the system at this time.

Choose the appropriate section to recalculate and click the Process button.

A message will appear when recalculation is complete.

### 6.5.3 RECALCULATE GENERAL LEDGER SUMMARIES

The following window will be displayed, when you chose this option:


Recalculate General Ledger Transactions
Instructions
This routine will:
a) clear the General Ledger Chart of Account Totals and
b) re-calculate those totals based on the detailed records
in the General Ledger Transaction File
Warning:
This routine will calculate and save INCORRECT G/L balances if any of the clear data / purge routines have been run in the "Month End" or "Year End" screens.
This procedure should only be run for fiscal years in which you have NOT cleared / purged any G/L transactions.
Process previous year?
Do Previous Year (Current is always done)
Do 2YR totals (and Previous)
Process
Cancel

This function is designed to clear the General Ledger Chart of Account Totals and re-post the General Ledger Transaction File to the Chart of Accounts.

| | |
|---|---|
| Note: | This should only be run for fiscal years in which you have NOT cleared/purged any G/L transactions. If you have purged transactions, this program will cause INCORRECT G/L BALANCES to be calculated and saved. |

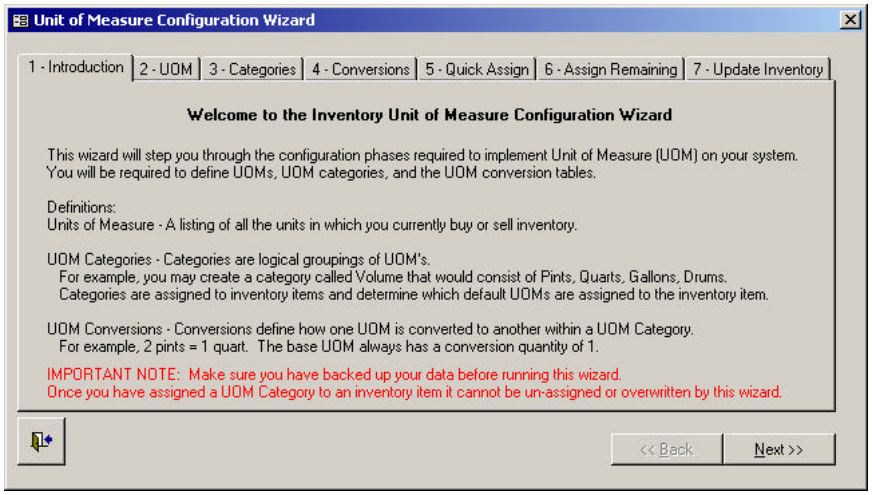
Click the **Process** button to proceed; click the **Cancel** button cancel the request.

**Do Previous Year?**
Since the current year is always processed, checking this box will fix the previous year's General Ledger transactions.

**Do 2YR totals (and Previous)?**
Checking this box will recalculate General Ledger Transactions going back two years or more.

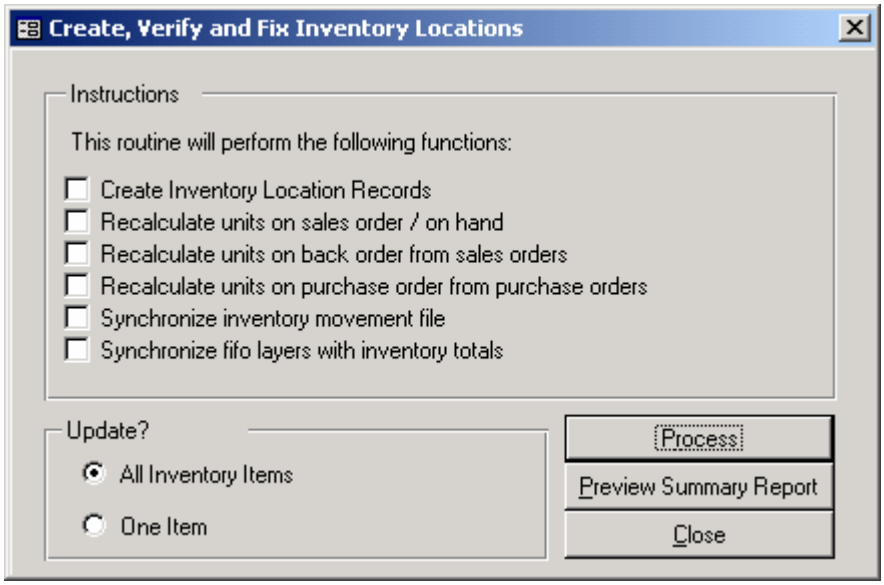
### 6.5.4 INVENTORY UOM CONFIGURATION WIZARD

This is designed to assist you in setting up Unit of Measure for the first time. Please see Chapter 12 on Unit of Measure Configuration for more details.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Welcome to the Inventory Unit of Measure Configuration Wizard
This wizard will step you through the configuration phases required to implement Unit of Measure (UOM) on your system.
You will be required to define UOMs, UOM categories, and the UOM conversion tables.
Definitions:
Units of Measure - A listing of all the units in which you currently buy or sell inventory.
UOM Categories - Categories are logical groupings of UOM's.
For example, you may create a category called Volume that would consist of Pints, Quarts, Gallons, Drums.
Categories are assigned to inventory items and determine which default UOMs are assigned to the inventory item.
UOM Conversions - Conversions define how one UOM is converted to another within a UOM Category.
For example, 2 pints = 1 quart. The base UOM always has a conversion quantity of 1.
IMPORTANT NOTE: Make sure you have backed up your data before running this wizard.
Once you have assigned a UOM Category to an inventory item it cannot be un-assigned or overwritten by this wizard.
<< Back
Next >>

## 6.5.5 CREATE/VERIFY INVENTORY LOCATIONS

This function is designed to create inventory location records for all inventory items, recalculate units on sales order (including firmed production control lots), on hand, on back order and on purchase order, and recalculate the inventory total value. The following window will describe the procedure to you:


Create, Verify and Fix Inventory Locations
Instructions
This routine will perform the following functions:
Create Inventory Location Records
Recalculate units on sales order / on hand
Recalculate units on back order from sales orders
Recalculate units on purchase order from purchase orders
Synchronize inventory movement file
Synchronize fifo layers with inventory totals
Update?
All Inventory Items
One Item
Process
Preview Summary Report
Close

1. **Create Inventory Locations** – it is necessary to run this routine when you have created a new warehouse location. It creates a location record for that warehouse for each inventory item.
    a. Creates a corresponding record in [Inventory Location Information] table for each record in [Inventory Master Locations]

The following are designed to fix data where there is a discrepancy between 2 sets of information (for example detailed records do not correspond with summary records etc.)

2. **Recalculate units on sales order / on hand** – this will recalculate the detailed tables of on hand items and sales orders
    - UOSO = Quantities allocated on Invoice Footer + quantity on Production Lots with type "F"
    - Used to bring [Invoice Footer], [Production Control Kit], [Inventory] and [Inventory Location Information] tables into sync with each other
    - Updates [Inventory] and [Inventory Location Information]![UOSO] with calculated UOSO value
    - Updates [Inventory]![UOH] with ([Inventory Location Information]![UOH]+ [Inventory Location Information]![UOSO]-calculated UOSO)
    - If the New [Inventory]!UOH value < 0 then set to 0

3. **Recalculate units on back order from sales orders** – this ensures that the summary number of items on backorder correspond with the detailed records
    - Used to bring [Invoice Footer], [Inventory] and [Inventory Location Information] tables into sync with each other
    - Updates [Inventory] and [Inventory Location Information]![UBO] with calculated values from [Invoice Footer]

4. **Recalculate units on purchase order from purchase orders** – this will recalculate the detailed Purchase Order tables to give you a summary number
    - ? Used to bring [Purchase Order Footer], [Inventory] and [Inventory Location Information] tables into sync with each other
    - ? Updates [Inventory] and [Inventory Location Information]![UOO] with calculated values from [Purchase Order Footer]

5. **Synchronize inventory movement file** – this will take into consideration items on hand and adjust the movement log if necessary
    - ? Used to bring [Inventory Movement] into sync with [Inventory Location Information] table
    - ? Appends record with net change amount to [Inventory Movement] to make the BalanceAfter equal [Inventory Location Information]![UOH]+[UOSO]

6. **Synchronize FIFO layers with inventory totals** – this will look at the detailed records of items on hand and synchronize the FIFO layers table to correspond.
    - ? Used to bring [Inventory Manufacturer Information] into sync with [Inventory]
    - ? Records appended or layers exhausted in [Inventory Manufacturer Information] to equal [Inventory]![UOH]+[UOSO]

Click the **Process** button to proceed; click the **Cancel** button cancel the request.

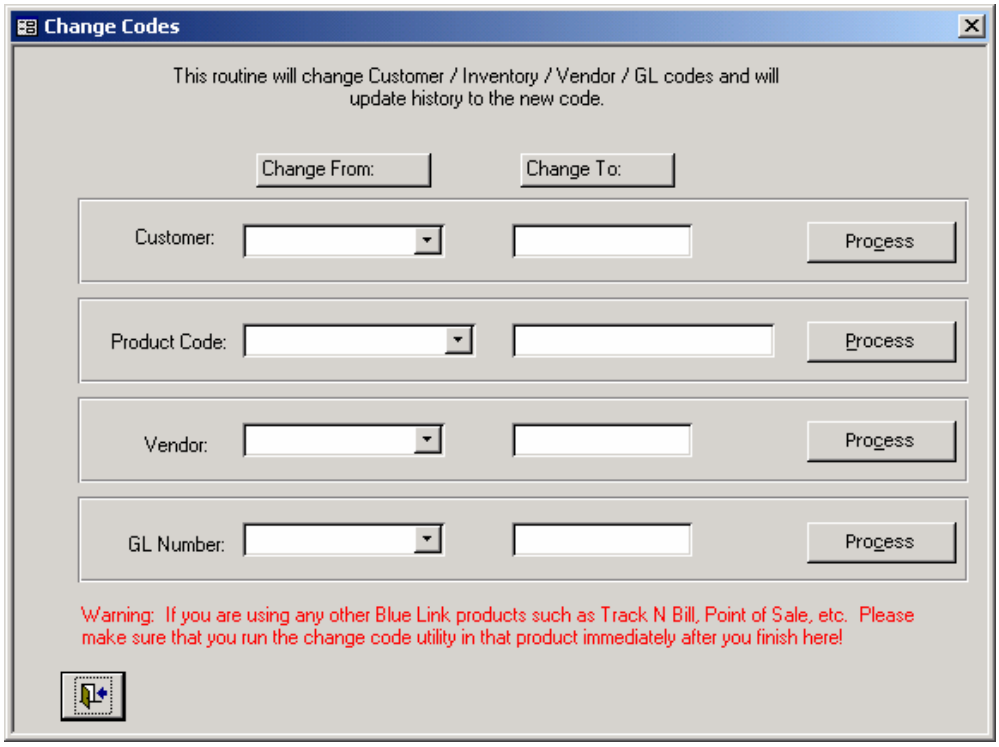
If you continue, a message indicating that the processing of locations records is complete. Click OK and Cancel to exit this function.

Select “One Item” to re-calculate the figures for a particular inventory item.

Click the “Preview Summary Report” button for a summary of changes made to inventory items and quantities as a result of running this function.

## 6.5.6 CHANGE CODES (CUSTOMER, INVENTORY, VENDOR, G/L)

This routine allows you to change a code (customer, inventory product code, vendor code, g/l account number) from its current value, to a new value specified by you. All history will be updated.

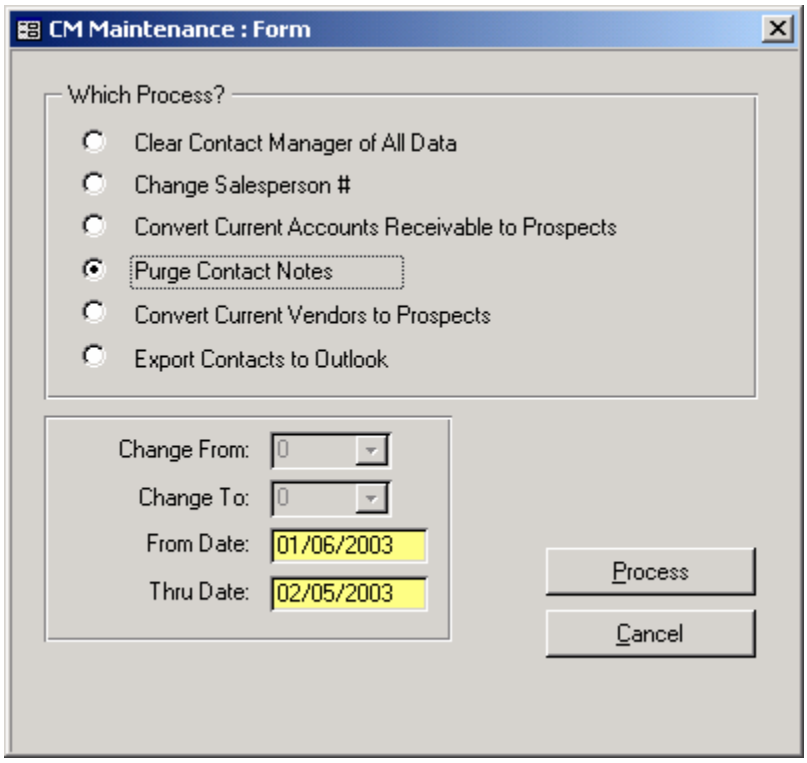

Change Codes
This routine will change Customer / Inventory / Vendor / GL codes and will update history to the new code.
Change From:
Change To:
Customer:
Process
Product Code:
Process
Vendor:
Process
GL Number:
Process
Warning: If you are using any other Blue Link products such as Track N Bill, Point of Sale, etc. Please make sure that you run the change code utility in that product immediately after you finish here!

You will enter the Customer or Inventory Code that is presently in Solutions, and then you will enter the new Code, as indicated, then click the process button.

Once you click on the 'Process' button, the following screen will appear to confirm completion:

This window would appear if you made the change to an Inventory Code:

## 6.5.7 CONTACT MANAGER MAINTENANCE




The contact manager maintenance form is used in conjunction with the features available in the Contact Manager Module (see Chapter 15).

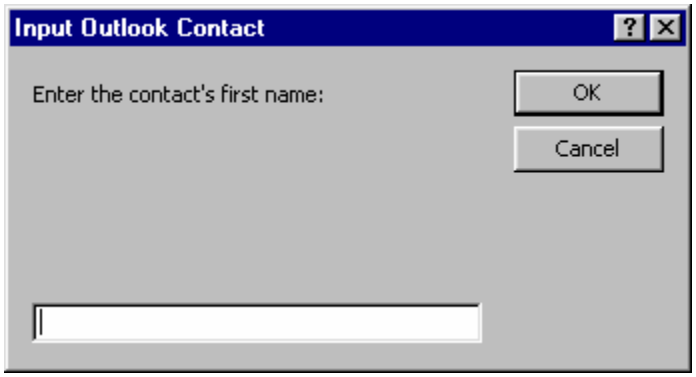
The basic features include the ability to:

- Clear all contact manager data
- Change Salesperson Numbers
- Import all current Accounts Receivable (Customer) information to the Contact Manager
- Purge Contact Notes associated with all contacts
  - With a date selection filter
- Import all current Accounts Payable (Vendor) information to the contact manager
- Export Contacts to Outlook

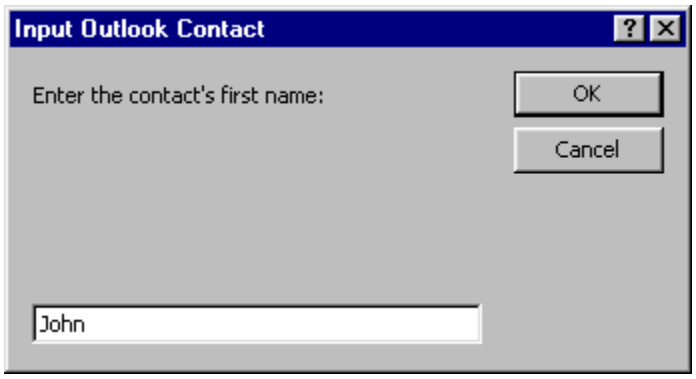
To perform any of these functions, select the option you want, and click the process button.

## 6.5.8 IMPORT FROM OUTLOOK

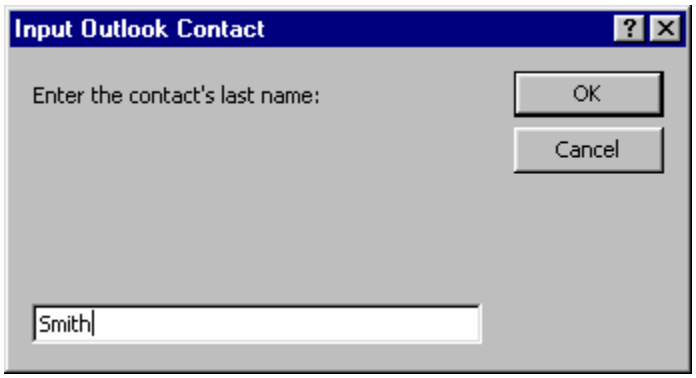
**When you click on this option, Blue Link Solutions will walk you importing your Outlook Contacts one at a time.**




You will then enter the contact's first name, as the following depicts:




You will then enter the last name as follows:

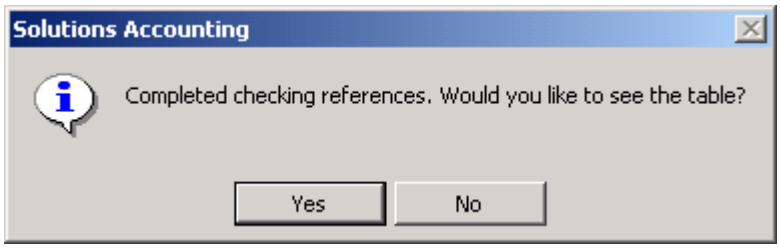



You will then receive a confirmation message that the contact has been imported.

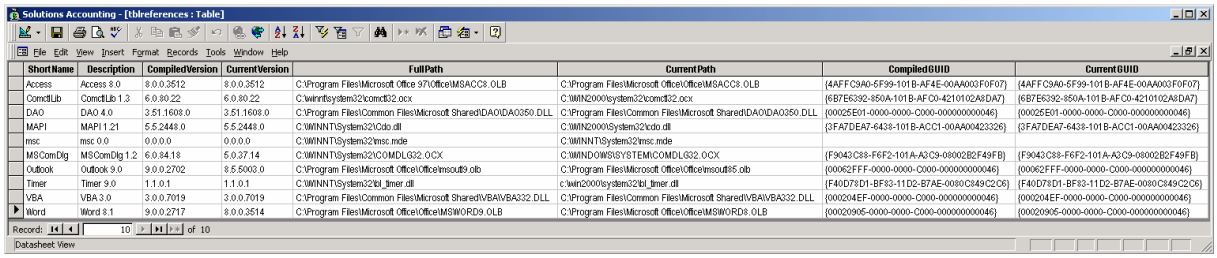
## 6.5.9 CHECK REFERENCES

Microsoft code libraries are required for Solutions to work in harmony with other Microsoft Office products. Unfortunately, as Microsoft product versions change, incompatibilities between versions can arise.

The check references utility is included as a diagnostic tool that will allow users to quickly determine if the version of files located on their machine match the versions of the files that Blue Link Solutions is expecting to find.




When you select the check references option from the utilities menu, you'll be asked if you'd like to see the table of results. If so, click yes:

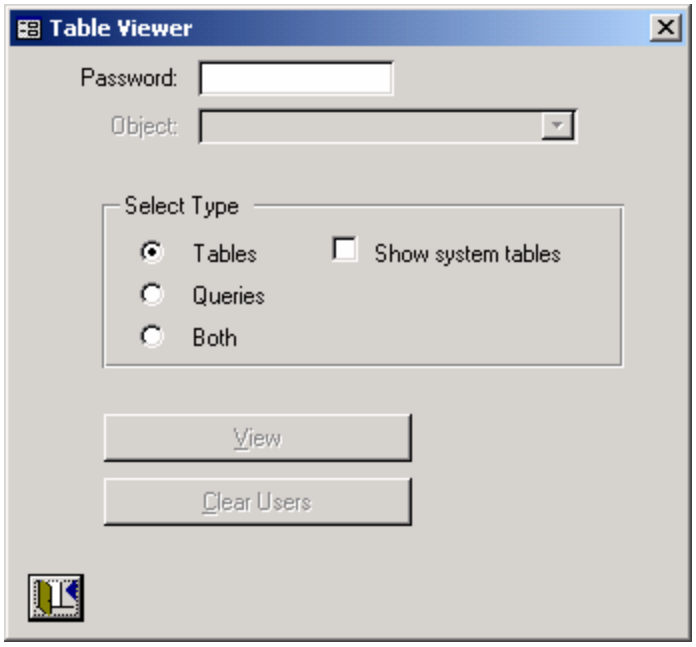

Solutions Accounting - [tblreferences : Table]
File Edit View Insert Format Records Tools Window Help
Short Name | Description | CompiledVersion | CurrentVersion | FullPath | CurrentPath | CompiledGUID | CurrentGUID
Access | Access 8.0 | 8.0.0.3512 | 8.0.0.3512 | C:\Program Files\Microsoft Office 97\Office\MSACC8.OLB | C:\Program Files\Microsoft Office\Office\MSACC8.OLB | {4AFFC9A0-5F99-101B-AF4E-00AA003F0F07} | {4AFFC9A0-5F99-101B-AF4E-00AA003F0F07}
ComctlLib | ComctlLib 1.3 | 6.0.80.22 | 6.0.80.22 | C:\winnt\system32\comctl32.ocx | C:\WIN2000\system32\comctl32.ocx | {6B7E6392-850A-101B-AFC0-4210102A8DA7} | {6B7E6392-850A-101B-AFC0-4210102A8DA7}
DAO | DAO 4.0 | 3.51.1608.0 | 3.51.1608.0 | C:\Program Files\Common Files\Microsoft Shared\DAO\DAO350.DLL | C:\Program Files\Common Files\Microsoft Shared\DAO\DAO350.DLL | {00025E01-0000-0000-C000-000000000046} | {00025E01-0000-0000-C000-000000000046}
MAPI | MAPI 1.21 | 5.5.2448.0 | 5.5.2448.0 | C:\WINNT\System32\cdo.dll | C:\WIN2000\System32\cdo.dll | {3FA7DEA7-6438-101B-ACC1-00AA00423326} | {3FA7DEA7-6438-101B-ACC1-00AA00423326}
msc | msc 0.0 | 0.0.0.0 | 0.0.0.0 | C:\WINNT\System32\msc.mde | C:\WINNT\System32\msc.mde
MSComDlg | MSComDlg 1.2 | 6.0.84.18 | 5.0.37.14 | C:\WINNT\System32\COMDLG32.OCX | C:\WINDOWS\SYSTEM\COMDLG32.OCX | {F9043C88-F6F2-101A-A3C9-08002B2F49FB} | {F9043C88-F6F2-101A-A3C9-08002B2F49FB}
Outlook | Outlook 9.0 | 9.0.0.2702 | 9.5.5003.0 | C:\Program Files\Microsoft Office\Office\mscutl9.olb | C:\Program Files\Microsoft Office\Office\mscutl85.olb | {00062FFF-0000-0000-C000-000000000046} | {00062FFF-0000-0000-C000-000000000046}
Timer | Timer 9.0 | 1.1.0.1 | 1.1.0.1 | C:\WINNT\System32\tl_timer.dll | c:\win2000\system32\tl_timer.dll | {F40D78D1-BF83-11D2-B7AE-0080C849C2C6} | {F40D78D1-BF83-11D2-B7AE-0080C849C2C6}
VBA | VBA 3.0 | 3.0.0.7019 | 3.0.0.7019 | C:\Program Files\Common Files\Microsoft Shared\VBA\VBA332.DLL | C:\Program Files\Common Files\Microsoft Shared\VBA\VBA332.DLL | {000204EF-0000-0000-C000-000000000046} | {000204EF-0000-0000-C000-000000000046}
Word | Word 8.1 | 9.0.0.2717 | 8.0.0.3514 | C:\Program Files\Microsoft Office\Office\MSWORD9.OLB | C:\Program Files\Microsoft Office\Office\MSWORD8.OLB | {00020905-0000-0000-C000-000000000046} | {00020905-0000-0000-C000-000000000046}
Record: 10 of 10
Datasheet View

The table of results will list the various code libraries used with Blue Link Solutions, the compiled version # expected, the current version # present on your machine, and the path to the files expected.

This information is intended for use by your dealer or Blue Link for troubleshooting the cause of problems such as the appearance of "#name?" in date fields.

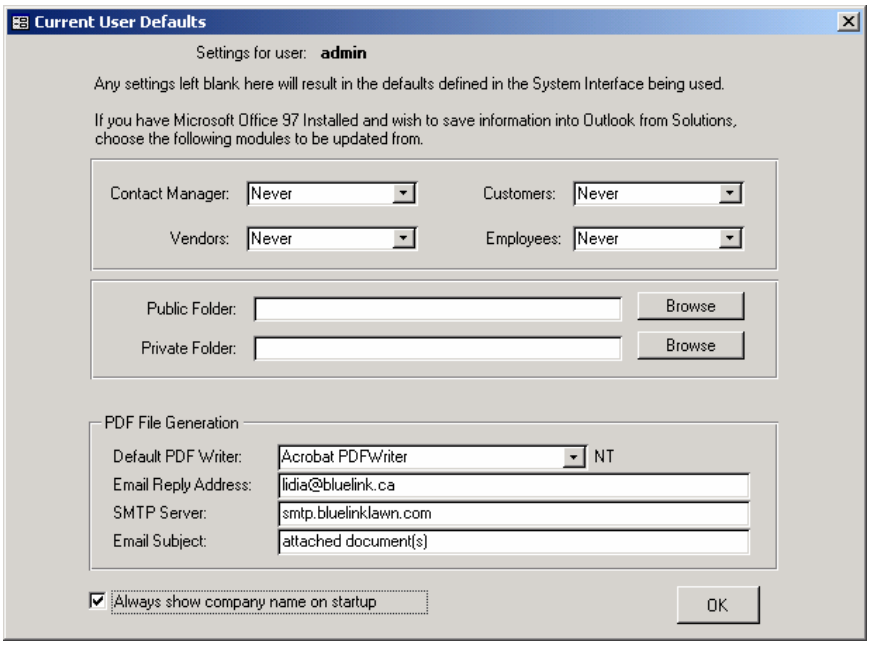
## 6.5.10 TABLE VIEWER

This function is primarily for technical support and is NOT for the end user. The password required is NOT the logon password.



# 6.6 Current User Defaults

To set current user defaults, click on the user default button. It is located on the menu bar, toward the right hand side of the screen. When you click on this button, the following screen will display:


Current User Defaults
Settings for user: admin
Any settings left blank here will result in the defaults defined in the System Interface being used.
If you have Microsoft Office 97 Installed and wish to save information into Outlook from Solutions, choose the following modules to be updated from.
Contact Manager: Never
Customers: Never
Vendors: Never
Employees: Never
Public Folder:
Browse
Private Folder:
Browse
PDF File Generation
Default PDF Writer: Acrobat PDFWriter
NT
Email Reply Address: lidia@bluelink.ca
SMTP Server: smtp.bluelinklawn.com
Email Subject: attached document(s)
Always show company name on startup
OK

Any settings on this screen will override the defaults set up **in System Interface | Outlook and Word Integration**.

### *PDF File Generation*

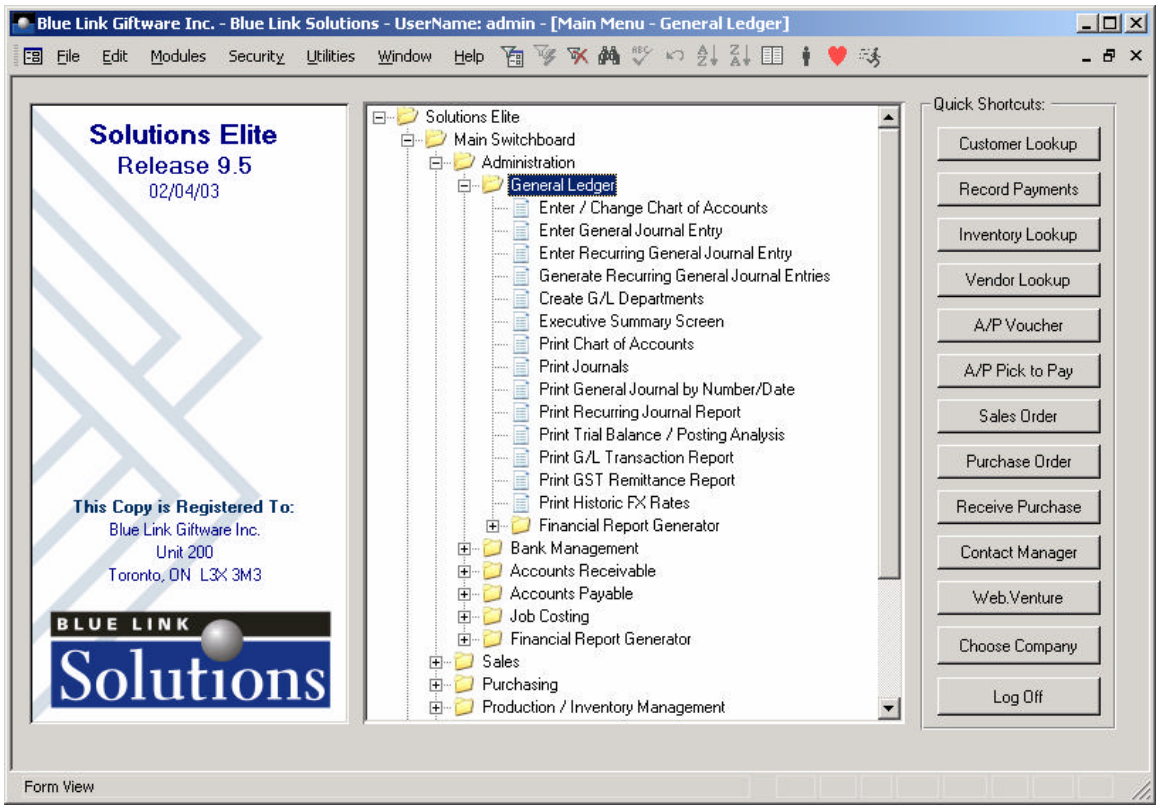
In **System Maintenance | System Master | Data Entry & Other Defaults** you can specify global settings for PDF File Generation. The setting found under Current **User Defaults**, allows for these defaults to be overridden at the user level.

# 7: General Ledger

The General Ledger module allows you to keep track of your overall accounting operations. In this module, you can print your journals and a detailed trial balance, and enter and post adjusting entries.

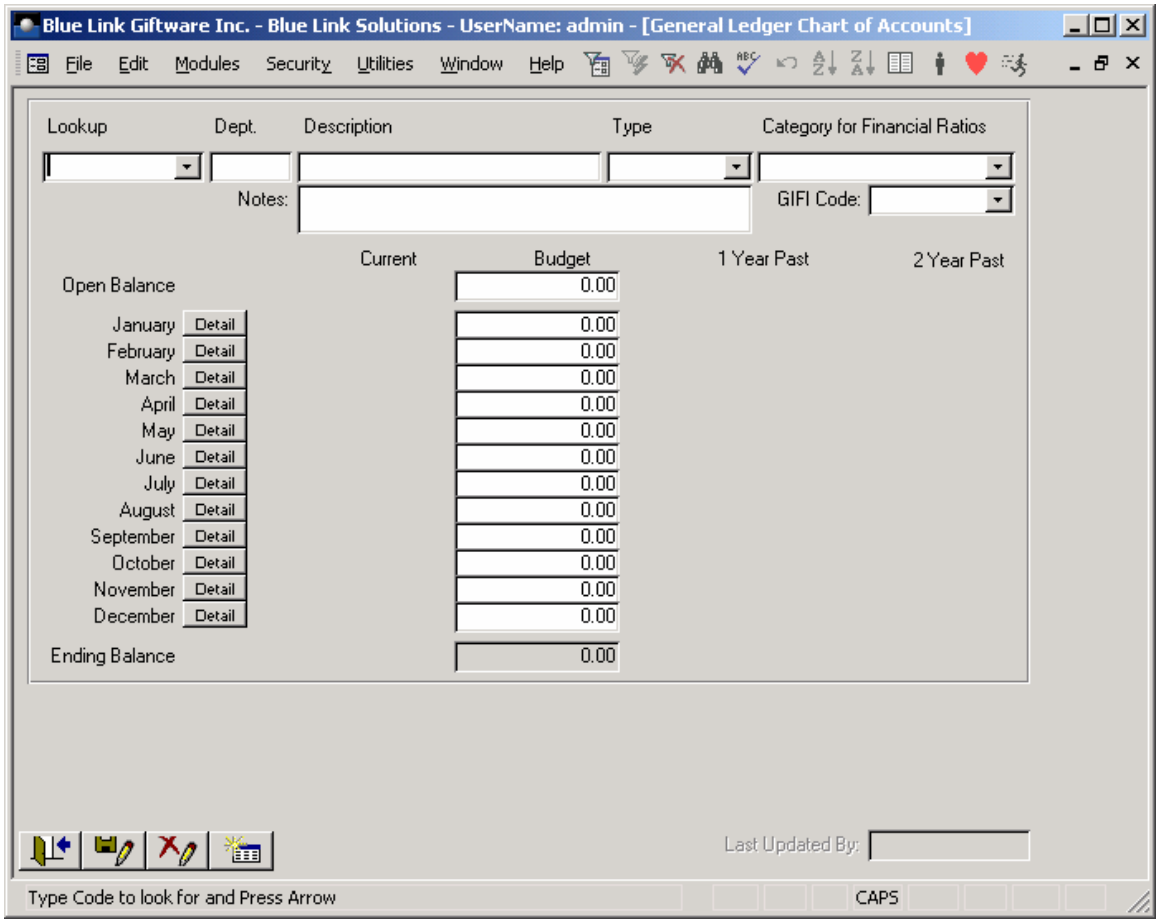
Be sure that you have carefully set up your system according to **Getting Started** to use the programs in this module correctly.

Access General Ledger through **Administration | General Ledger**.



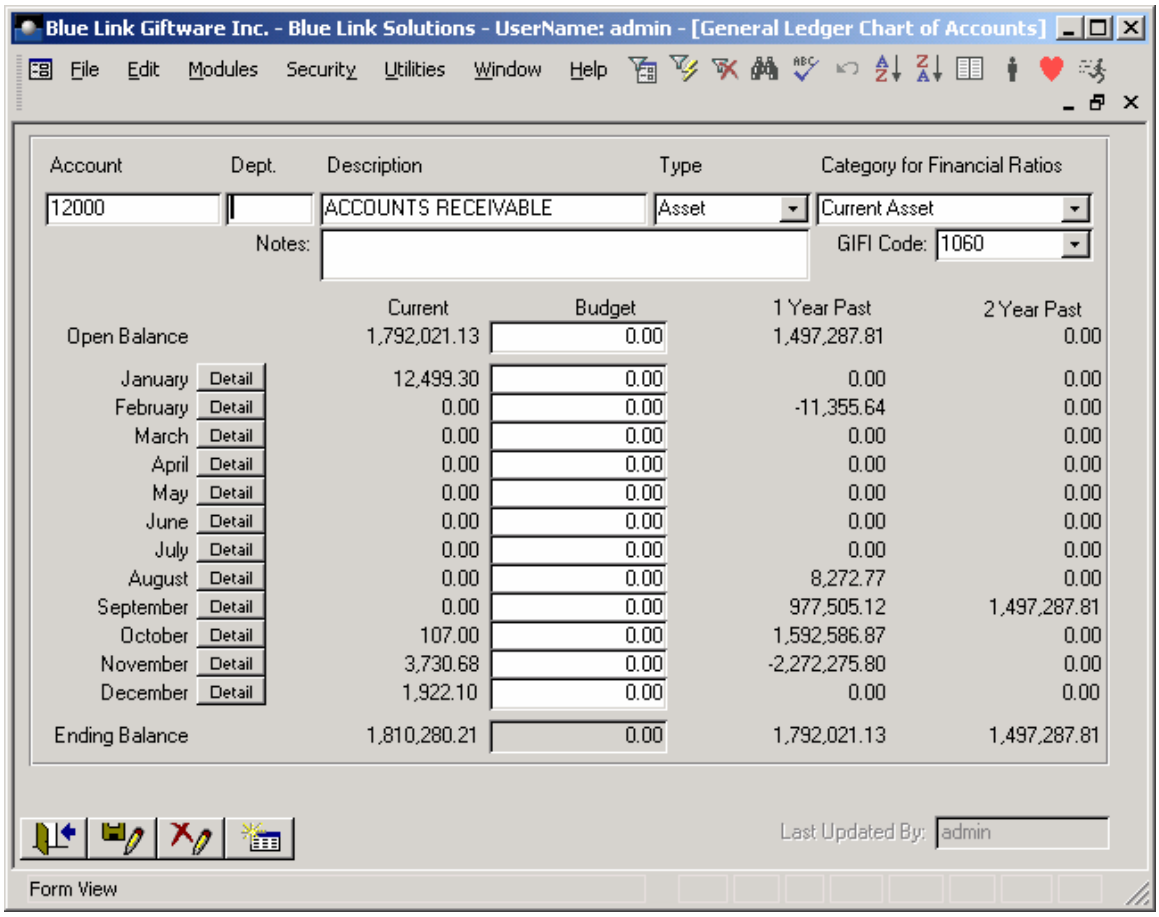
# 7.1 Enter/Change General Ledger Accounts

Use this screen to view accounts from the General Ledger Chart of Accounts, input budget information, or view detailed transactions for a particular G/L account for any current year period. The following sample screen is followed by explanations of the screen fields:




**Lookup**
Use this pick list to select one of your current G/L accounts, or type a new G/L account number to create a new account.

This field changes to the Account field after a selection has been made. If this field is not displayed, click on the "New" button at the bottom of the screen.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [General Ledger Chart of Accounts]
File Edit Modules Security Utilities Window Help
Account Dept. Description Type Category for Financial Ratios
12000 ACCOUNTS RECEIVABLE Asset Current Asset
Notes: GIFI Code: 1060
Current Budget 1 Year Past 2 Year Past
Open Balance 1,792,021.13 0.00 1,497,287.81 0.00
January Detail 12,499.30 0.00 0.00 0.00
February Detail 0.00 0.00 -11,355.64 0.00
March Detail 0.00 0.00 0.00 0.00
April Detail 0.00 0.00 0.00 0.00
May Detail 0.00 0.00 0.00 0.00
June Detail 0.00 0.00 0.00 0.00
July Detail 0.00 0.00 0.00 0.00
August Detail 0.00 0.00 8,272.77 0.00
September Detail 0.00 0.00 977,505.12 1,497,287.81
October Detail 107.00 0.00 1,592,586.87 0.00
November Detail 3,730.68 0.00 -2,272,275.80 0.00
December Detail 1,922.10 0.00 0.00 0.00
Ending Balance 1,810,280.21 0.00 1,792,021.13 1,497,287.81
Last Updated By: admin
Form View

**Account**
The actual General Ledger account code you are currently viewing. This field specifies which General Ledger account you wish to view.

To view a different account, click the "New" button at the bottom of the screen to display the Lookup field again.

**Dept**
Type in the General Ledger department code. This field specifies the department whose General Ledger account is to be viewed. If you are not using General Ledger Departments, or if the account you wish to view has no department name, leave this field blank.

| | |
|---|---|
| Note: | G/L Departments are not created on this screen. To create a G/L Department, start by creating the account code it will be based on here, then use the Create G/L Departments function described later to generate the department codes for the G/L accounts that require departments. |

**Description**
This field contains the title for this General Ledger account. This can be changed.

**Type**
The type of account:

**A** – Asset
**I** – Income
**E –** Expense.
**L –** Liability
**O** – Owner's Equity

**Category for Financial Ratios**
This field is a sub category for each account type. It is intended to be used for the ratio calculation on the Executive Summary screen.

The following Types of GL accounts include these categories:

**Assets**
- Current Assets
- Inventory
- Long Term Asset

**Liability**
- Current Liability
- Long Term Liability

**Owner Equity**
- Equity
- Shareholder Equity

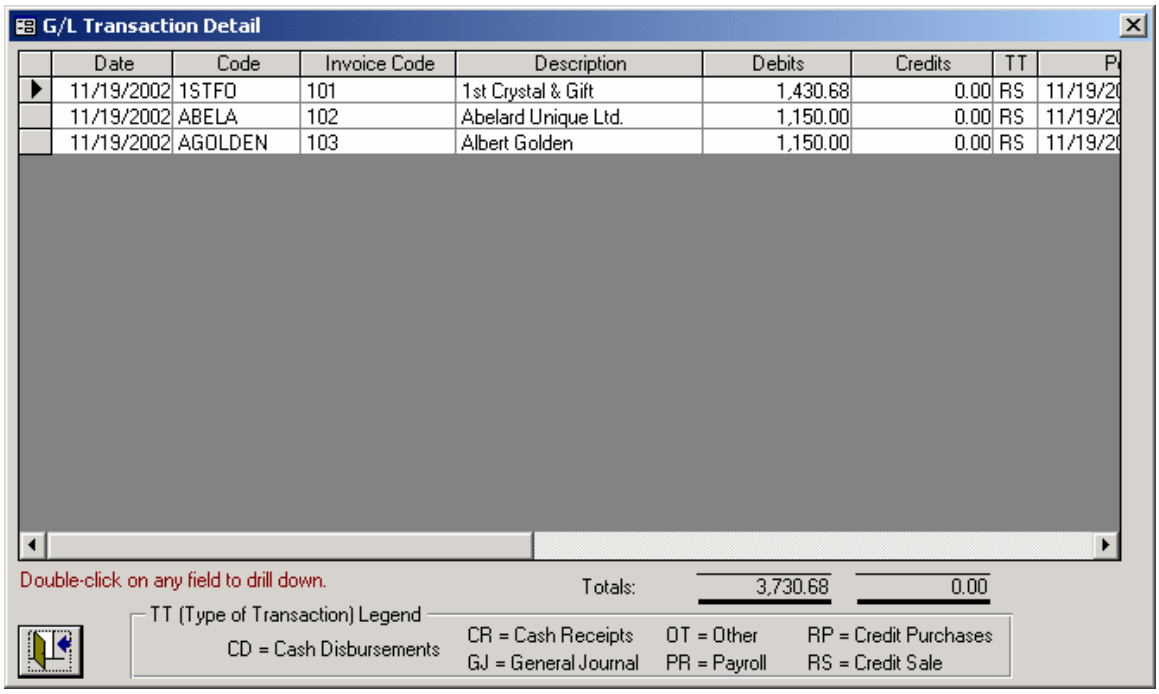
**Income**
- Abnormal Income
- Other Income
- Sales

**Expense**
- Abnormal Expense
- Cost of Sales
- Operating Expense

**GIFI Code**
These codes are maintained by the Canada Custom and Revenue Agency (CCRA). Visit their website for more detail (www.ccra-adrc.gc.ca). You may link up your GL codes with these standardized codes.

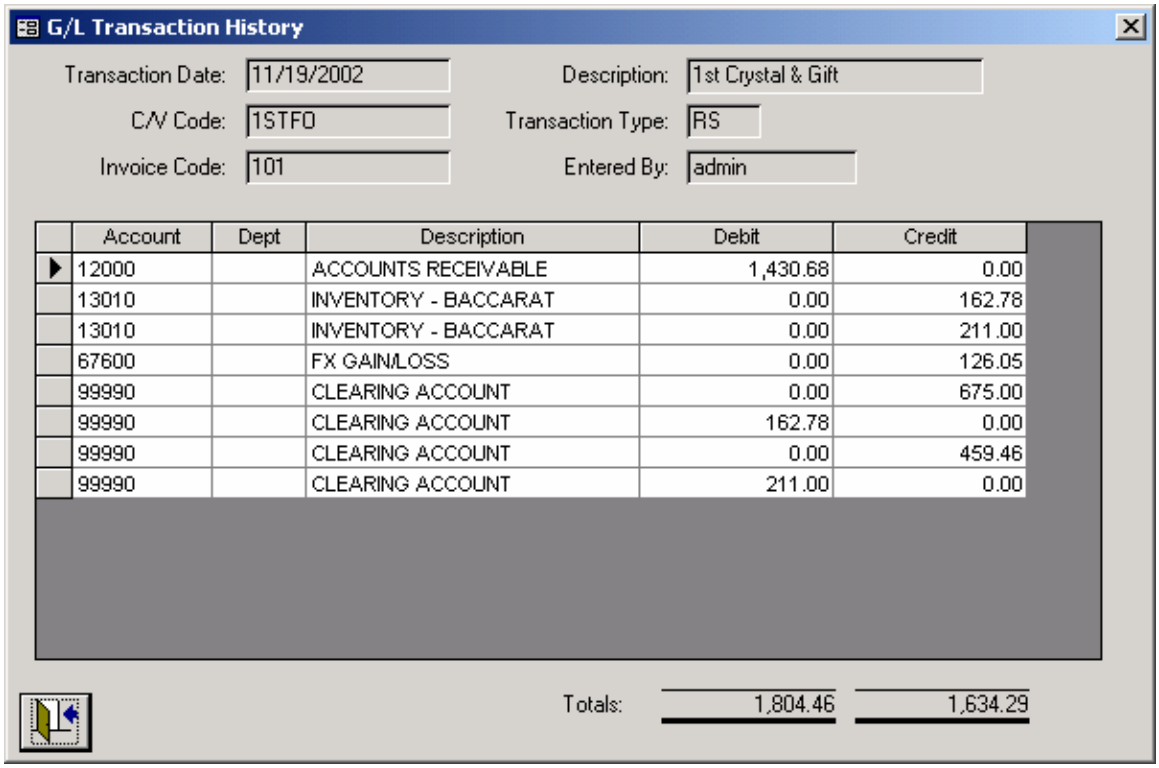
**Notes**
You may want to write an explanation of what this account is used for. Enter that information into this memo field.

**Detail**
This button, located next to each month, may be used to display the transaction detail for the selected month. For example, if the current year column next to the month of November contains an amount of $3,730.68, clicking on the detail button will display the details behind the $3,730.68.




**Drill Down**

By double-clicking on one of these fields you are able to view the entire journal entry for this transaction.



The fields displayed are as follows:

| Field Name | Information Displayed |
|---|---|
| Date | The transaction date posted (this date determines the month in which the transaction has appeared). |
| Code | Displays the customer code, vendor code, bank account number or other reference depending on the source of the transaction. |
| Invoice Code | The transaction reference number. Invoices show the invoice code, purchase orders show the purchase order number, G/J transactions show the "Number" (generated by the system, or specified by the user) |
| Description | A detailed description of the transaction (user specified from the G/J, A/R & A/P Voucher screens, system generated from other modules such as Purchase Order, Order Entry Invoices, RMA, etc.) |
| TT | Transaction Type – indicates the source / type of a transaction. Type codes include:<br>CD – Cash Disbursements (i.e. A/P Cheques)<br>CR – Cash Receipts (i.e. A/R Customer Payments)<br>GJ – General Journal Entries<br>OT – Other Transactions (i.e. Inventory adjustments)<br>PR – Payroll<br>RP – Credit Purchases (i.e. Purchase Order Receipts)<br>RS – Credit Sales (i.e. Invoices) |
| Post Date | The date the transaction was posted. This date is the system date of the users' system when the transaction was posted. |
| Entered By | The username of the user who posted the transaction. |

**Current**
These are the monthly amounts that have been posted from the various programs in the current year.

**Budget**
These are the monthly amounts that you have entered as comparisons for the actual (Current) amounts that will be posted. Budget amounts may be changed in this program and used to compare financial statements. This is to assist you in your projections or to review performance. Ensure that you select the Budget column when setting up Column Definitions.

Note: 1. In setting up budgets for Income or Liability accounts enter them as negative.
2. To setup budgets for Balance Sheet accounts be sure to enter an opening balance as well as entering the monthly movement per month.

**1 Year Past**
The monthly posted amounts from the previous year.

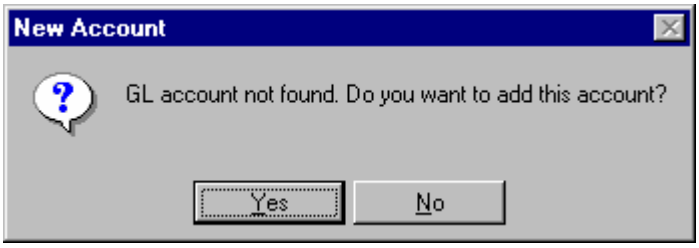
**2 Years Past**
The monthly posted amounts from 2 years past.

**Last Updated By**
At the bottom of the screen is the last updated by field. This identifies which user was the last one to change information on this particular account.

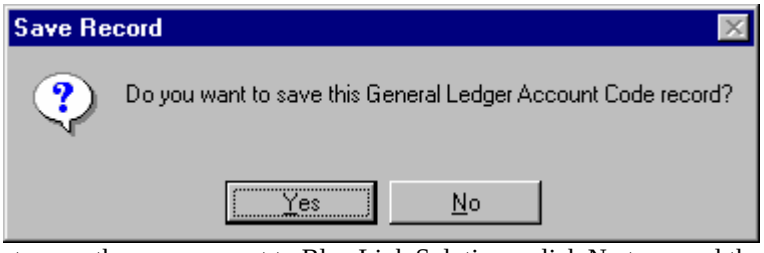
## 7.1.1 CREATING NEW ACCOUNTS

1. Click the "New" button at the bottom the screen.

2. Click into the "Account" field and type a new account number and press Enter. The following screen will be displayed, stating that it cannot find the account. Would you like to add (or create) a new account.




3. Click Yes to add the new account; click No to cancel the request.
4. Enter the Department (if applicable), the Description for the account and select the Type from the drop-down list.
5. You can then enter budget amounts, if required.
6. To save the new account, click on the Save button at the bottom of the screen. The following screen will be displayed.




7. Click Yes to save the new account to Blue Link Solutions; click No to cancel the request.

### 7.1.2 SETTING UP BUDGETS

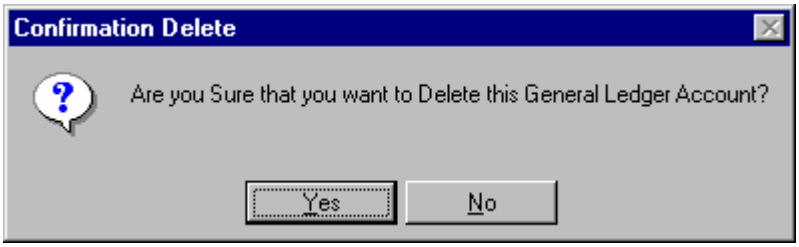
You can change only the budget amounts in this program. The program will automatically calculate the Ending Balance for that column. Credits should be entered as negative numbers, debits as positive numbers.

You must save the record before your budget changes are permanently updated in the file.

### 7.1.3 DELETING ACCOUNTS

1. Click the down arrow in the Account pick list and select the account to be deleted.

2. When it is displayed on the screen, click the "Delete" button at the bottom the screen. The following screen will be displayed:



3. Click Yes to delete the account; click No to cancel the request.

| | |
|---|---|
| Note: | You are NOT able to delete accounts with transactions on file. If an account is no longer used, you may use the change G/L code utility and a prefix to the code which causes it to sort to the bottom. |

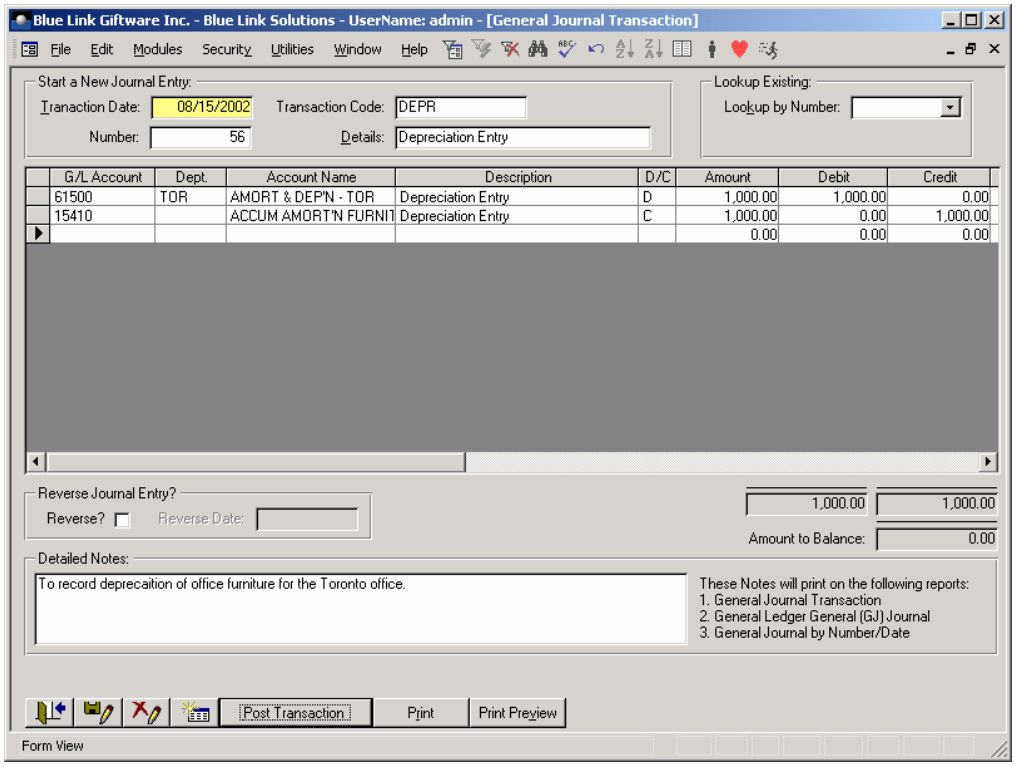
# 7.2 General Journal Entries

Use this screen to enter General Journal transactions. Since the majority of transactions are posted by the various modules of Blue Link Solutions, this screen is most commonly used for adjustments, year-end depreciation* adjustments, etc.

This screen should not be used to make adjustments to control accounts except in extreme cases, since the control accounts will not be updated. Control accounts include:
Bank Accounts
Inventory Asset Accounts
A/R or A/P control accounts
PO's Received, Not Invoiced

| Note: | If an adjustment to a control account is required via a G/L entry, you will be prompted for the password defined in the system interface. It may be necessary to make such adjusting entries, but such occasions should be extremely rare. |
|---|---|

The following screen is an example of an entry created in **Enter General Journal Entry**, followed by an explanation of the screen fields.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [General Journal Transaction]
File Edit Modules Security Utilities Window Help
Start a New Journal Entry:
Tranaction Date: 08/15/2002
Transaction Code: DEPR
Number: 56
Details: Depreciation Entry
Lookup Existing:
Lookup by Number:
G/L Account | Dept. | Account Name | Description | D/C | Amount | Debit | Credit
61500 | TOR | AMORT & DEP'N - TOR | Depreciation Entry | D | 1,000.00 | 1,000.00 | 0.00
15410 | | ACCUM AMORT'N FURNIT | Depreciation Entry | C | 1,000.00 | 0.00 | 1,000.00
0.00 | 0.00 | 0.00
Reverse Journal Entry?
Reverse?
Reverse Date:
1,000.00
1,000.00
Amount to Balance: 0.00
Detailed Notes:
To record deprecaition of office furniture for the Toronto office.
These Notes will print on the following reports:
1. General Journal Transaction
2. General Ledger General (GJ) Journal
3. General Journal by Number/Date
Post Transaction
Print
Print Preview
Form View

**Lookup**
Allows you to lookup a previous transaction. If you have a transaction that you have not yet posted because it did not balance or you did not have enough information, note down the transaction number and then you can save it by clicking on the Save button. When you want to recall it again, click on the Lookup down arrow and select it by transaction number from this list.

* Blue Link's *Asset Register* product can track fixed assets, and calculate depreciation automatically using straight-line, or CCA methods.

**Number**
Enter the transaction number you would like to have for this G/J entry.

| Note: | The system can automatically generate this number. To have the system generate the number for you, skip this field and enter the trans. Date, G/J Transaction Code, and Details. The transaction number is assigned when you move from the header to the order details. The next available number is pulled from the "Next Numbers" section of the System Interface. |
|---|---|

**Trans Date**
The date that determines what period the transaction will be posted to. You can enter transactions that affect previous periods or years by entering the appropriate date. This is very useful at the beginning of the new year when you're trying to keep up with the current work and still make adjusting entries to the previous year.

**G/J Trans Code**
This is generally the customer, vendor, employee, or product code, or the journal entry number. Enter a code that will help you correctly identify this transaction. This is a 10 character alphanumeric field.

**Details**
The text you enter in this field becomes the default in the Description fields of each of the lines of the entry.

**G/L Account**
This is the General Ledger Account Code. When you post your transactions, the program will post each line item to the account entered here.

**Dept**
The General Ledger Department Code specifies the department where the line item is to be posted, if applicable.

**Account Name**
The name of the GL Account selected appears here.

**Description**
Use up to 30 characters to describe the transaction. This is automatically filled in with the contents of the Details field, or the Description of the line above, if it has been modified. This description appears in the GL transaction reports.

**D/C**
**D** - Debit this amount or **C** - Credit this amount. This field will default to whatever the normal status is for the General Ledger Account, but you may change the entry. Press the Delete key to delete the letter and type in a different letter.

**Amount**
The amount you want to debit or credit in this transaction, and the amount will be entered in the appropriate field.

**Debit Amount**
The total amount of debit line items entered.

**Credit Amount**
The total amount of credit line items entered.

**Amount to Balance**
To assist you in entering long lists of line items, the program calculates the amount needed to balance the transaction. The program displays the net amount and whether it is a debit (DR) or credit (CR). This is a running total and is updated each time a new entry is made or changed.

To balance the transaction at any time, enter the appropriate account code and make the transaction specified. For example, if you were entering petty cash transactions and the final **Amount To Balance** amount was 395.23 CR, then your last transaction would be to enter your Petty Cash Account code, a C at the **D/C** field, and 395.23 for the amount. After you accept the transaction, the program will then display an **Amount To Balance** amount of 0.00.

**Notes**
Enter Notes on this Journal Entry for a detailed description of what the entry is for. This field is a memo field and therefore is unlimited. These notes print on the following reports:

1. General Journal Transaction
2. General Ledger General (GJ) Journal
3. General Journal by Number/Date

**Reverse? / Reverse Date**
If this box is checked, then a second General Journal entry will be generated on the dated specified in the Reverse Date field, reversing the entry - all current credits will become debits and vice versa. The reverse date field will now become active and the date for reversal may now be entered.

**Post Transaction**
Clicking on this button posts the transaction to the General Ledger.

**Print**
You can print a copy of your General Journal entry prior to posting.

**Print Preview**
You can preview your General Journal Entry prior to printing.

## 7.2.1 CREATING A NEW TRANSACTION

If necessary, click on the "**New**" button at the bottom of the screen. The cursor will be on the **Number** field. Press tab to bypass it and go to the **Trans. Date** field.

The **Transaction Date** field defaults to the current date. You may change this date if you are making a prior period or prior year adjustment.

Enter a **G/J Transaction code**. This is generally the customer number, vendor number, employee number, or product code, or the journal entry number. Enter a code that will help you correctly identify this transaction.

After the top fields are filled in, the cursor is positioned in the **G/L Account** field in the entry. Now you are ready to enter the individual line items. If you are not sure what the correct account number is, the program can display your accounts. To use this feature, click on the arrow to the right of the **G/L Account** field, or press F4 to display your options.

Enter the account number in the **Account** field. If this is the account you want, press Enter at this point and the program will find and display the appropriate account information.

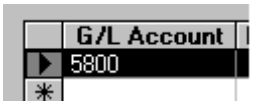
Enter the **Amount** for the line item.

**Changing A Line Item**
To change a line item that has been entered, place the cursor on the field of the line item that you wish to change. You may change any or all of the field values. The **Amount To Balance** value will be updated automatically.

**Deleting a Line Item**
There are two ways to delete a line item (record).

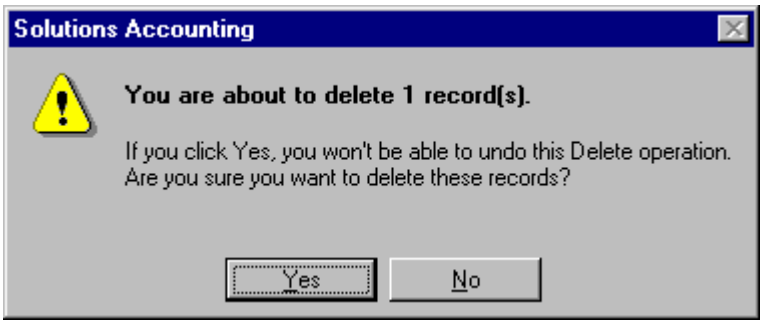
1. Click on the line you want to delete. Click on **Edit | Delete Record** from the menu.

   or
2. Click the record selector to the left of the line item you wish to delete (the triangle). Then press the **Delete key,** or choose **Edit | Delete** from the menu bar.



*The record selector is the triangle to the left of the record.*

Either method, the following screen will display, prompting you for confirmation and warning you that you will NOT be able to undo this if you change your mind after.


Solutions Accounting
You are about to delete 1 record(s).
If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?
Yes
No

3. Click Yes to remove the line and the other lines will be properly updated; click No to cancel the request.

## 7.2.2 SAVING A TRANSACTION

You can save the transaction prior to posting so that you can recall it later to make changes to it. Once a transaction is posted, it cannot be changed.

1. Click on the **Save** button.

You are then asked if the transaction was entered correctly

If you don't want to save the transaction, choose **No** when you are asked if you want to save the transaction.

To save the transaction, press the Enter key or click **Yes.** The **Next General Journal Number** is incremented, and the program enters the transaction into the General Journal.

### 7.2.3 CHANGING AN EXISTING TRANSACTION

A previously entered transaction may be changed repeatedly before it is posted. To find a previous transaction, do one of the following:

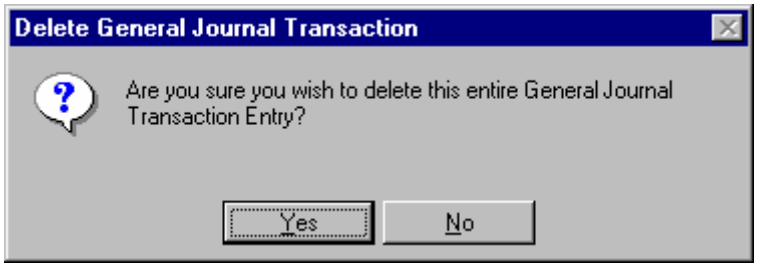
1. Enter the correct transaction number in the **Lookup** field and press Enter
   or
2. Use the standard record search from the **Number** or **Trans. Date** **fields**

If the transaction exists, all the transaction information is displayed. You can change any of the fields. The **Amount To Balance** fields keeps track of the amount needed to balance the transaction. From this point on, the operation of the program is the same as entering a new transaction.

### 7.2.4 DELETING AN EXISTING TRANSACTION

1. Find the existing transaction using the methods described above in **Changing an Existing Transaction**.
2. click the **Delete** button to the right of the **Save** button.

   The following message will be displayed:


Delete General Journal Transaction
Are you sure you wish to delete this entire General Journal Transaction Entry?
Yes
No

3. Click Yes to delete entire transaction; click No to cancel the request.

| **Note:** | You may delete any transaction until it is posted. Deleting a transaction or line item removes the record from the General Journal files. |
|---|---|

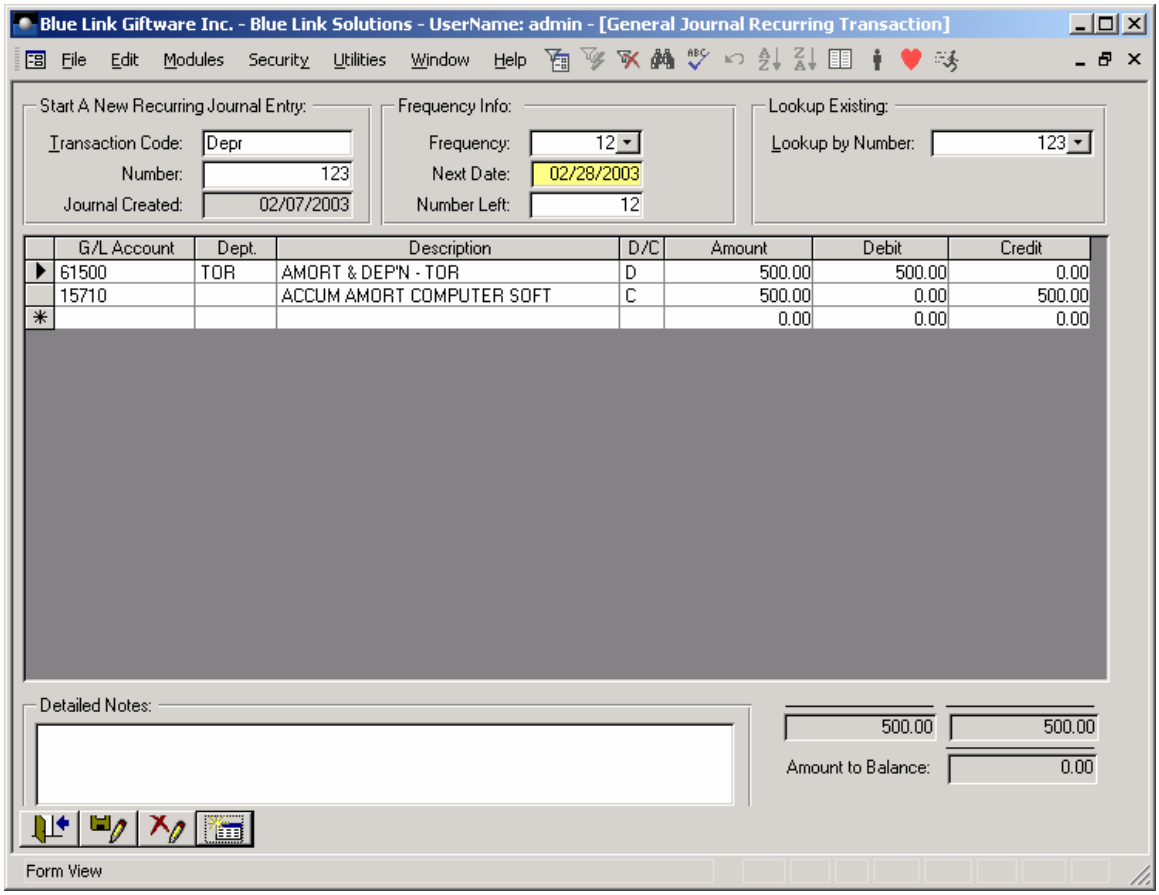
### 7.2.5 POSTING AN EXISTING TRANSACTION

1. To post an existing transaction, recall the transaction using methods described in **Changing an Existing Transaction.**
2. Then click the **Post Transaction** Button to post the transaction to the General Ledger. Note: This program only posts balanced transactions.

Posting a General Journal transaction writes it to the General Ledger, posts it to the General Journal, and removes the transaction from the General Journal transaction file.

# 7.3 Enter Recurring General Journal Entries

This program provides you with a convenient way to post a periodic transaction without reentering the transaction every time. Once the transaction "template" is entered through this program, the posting program (**Generate General Ledger Recurring Transactions)** allows you to call up the "template" for subsequent transactions to be filled in automatically. The current date is posted as the transaction date.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [General Journal Recurring Transaction]
File Edit Modules Security Utilities Window Help
Start A New Recurring Journal Entry:
Transaction Code: Depr
Number: 123
Journal Created: 02/07/2003
Frequency Info:
Frequency: 12
Next Date: 02/28/2003
Number Left: 12
Lookup Existing:
Lookup by Number: 123
G/L Account Dept. Description D/C Amount Debit Credit
61500 TOR AMORT & DEP'N - TOR D 500.00 500.00 0.00
15710 ACCUM AMORT COMPUTER SOFT C 500.00 0.00 500.00
0.00 0.00 0.00
Detailed Notes:
500.00 500.00
Amount to Balance: 0.00
Form View

**New Fields--Recurring Items Only**
The following fields only occur in the entry screen for recurring General Journal transactions. For explanations and instruction for the other fields, see section **7.3 Enter General Journal Entry.**

**# Of Occurrences**
The entry in this field indicates the number of times per year that the transaction occurs. For example, the **# of Occurrences** entry would be 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date.

**Number Left**
This entry indicates the number of transactions left, calculated from the initial # of occurrences entered and how many transactions have been posted.

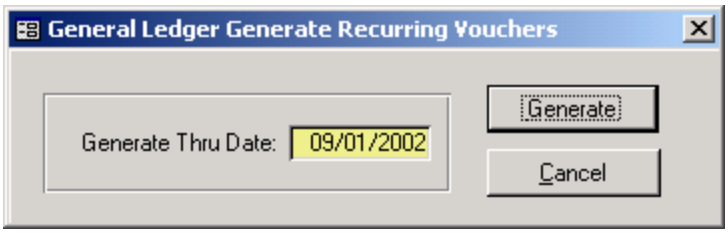
**Next Date**
The date the next transaction is scheduled calculated from the initial date entered and how frequently this transaction occurs.

**Transaction Notes**
You may enter detailed transaction notes on this entry which will print for every entry generated from this template. Similar to Enter General Journal Entry.

See **7.3.1 Creating a new Transaction** for an explanation of how to enter a transaction in the General Journal. The fields described above are required fields. You are not allowed to save a record that does not have the required fields filled in.

# 7.4 Generate Recurring Transactions

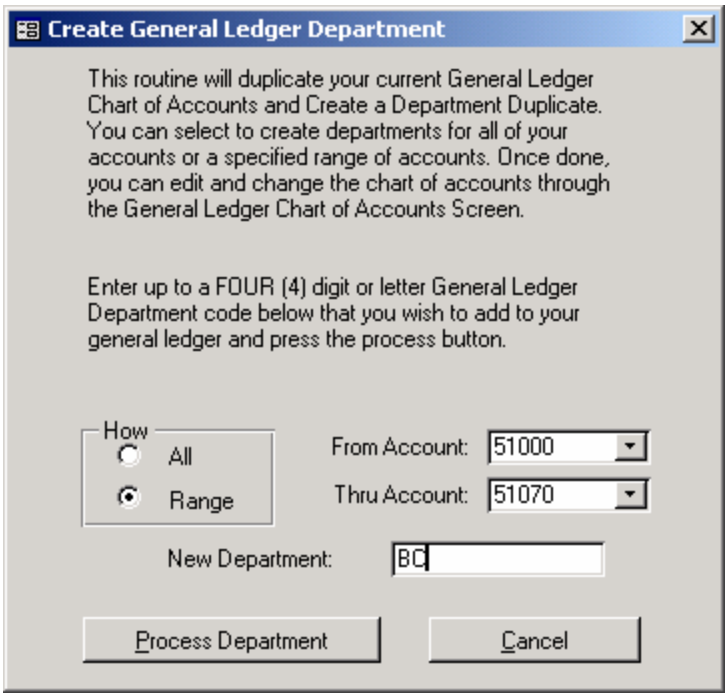
Use this screen on a regular basis to post the recurring items entered in **Enter General Ledger Recurring Transactions**.




When the preceding screen is displayed, you can generate and post all transactions up to the "thru" date on the screen. You can generate and post transactions before their scheduled date by setting the **Generate Transactions** due by date into the future. Then select the **Generate** button.

# 7.5 Create Departments

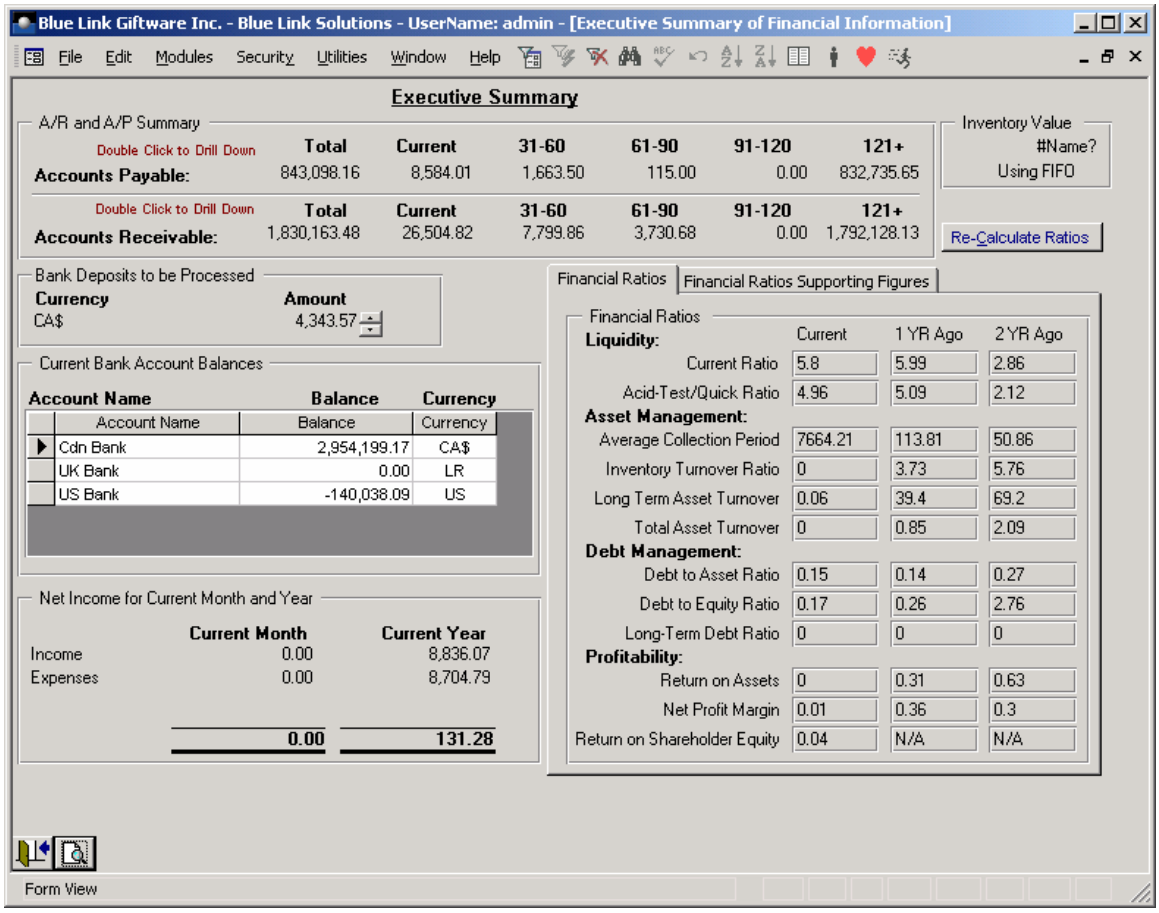
Use this screen to create departments for any or all of your General Ledger Accounts.


Create General Ledger Department
This routine will duplicate your current General Ledger Chart of Accounts and Create a Department Duplicate. You can select to create departments for all of your accounts or a specified range of accounts. Once done, you can edit and change the chart of accounts through the General Ledger Chart of Accounts Screen.
Enter up to a FOUR (4) digit or letter General Ledger Department code below that you wish to add to your general ledger and press the process button.
How
All
Range
From Account: 51000
Thru Account: 51070
New Department: BC
Process Department
Cancel

Select All or a range of G/L codes for which you want to create departments. Next, enter a four character department code that you wish to add. Finally, press the **Process Department** button to add the department code to the G/L.

# 7.6 EXECUTIVE SUMMARY SCREEN

The following is the window that will pop up when you request the Executive Summary Screen:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Executive Summary of Financial Information]
File Edit Modules Security Utilities Window Help
Executive Summary
A/R and A/P Summary
Double Click to Drill Down Total Current 31-60 61-90 91-120 121+
Accounts Payable: 843,098.16 8,584.01 1,663.50 115.00 0.00 832,735.65
Double Click to Drill Down Total Current 31-60 61-90 91-120 121+
Accounts Receivable: 1,830,163.48 26,504.82 7,799.86 3,730.68 0.00 1,792,128.13
Inventory Value
#Name?
Using FIFO
Re-Calculate Ratios
Bank Deposits to be Processed
Currency Amount
CA$ 4,343.57
Current Bank Account Balances
Account Name Balance Currency
Cdn Bank 2,954,199.17 CA$
UK Bank 0.00 LR
US Bank -140,038.09 US
Net Income for Current Month and Year
Current Month Current Year
Income 0.00 8,836.07
Expenses 0.00 8,704.79
0.00 131.28
Financial Ratios
Financial Ratios Supporting Figures
Financial Ratios
Liquidity: Current 1 YR Ago 2 YR Ago
Current Ratio 5.8 5.99 2.86
Acid-Test/Quick Ratio 4.96 5.09 2.12
Asset Management:
Average Collection Period 7664.21 113.81 50.86
Inventory Turnover Ratio 0 3.73 5.76
Long Term Asset Turnover 0.06 39.4 69.2
Total Asset Turnover 0 0.85 2.09
Debt Management:
Debt to Asset Ratio 0.15 0.14 0.27
Debt to Equity Ratio 0.17 0.26 2.76
Long-Term Debt Ratio 0 0 0
Profitability:
Return on Assets 0 0.31 0.63
Net Profit Margin 0.01 0.36 0.3
Return on Shareholder Equity 0.04 N/A N/A
Form View

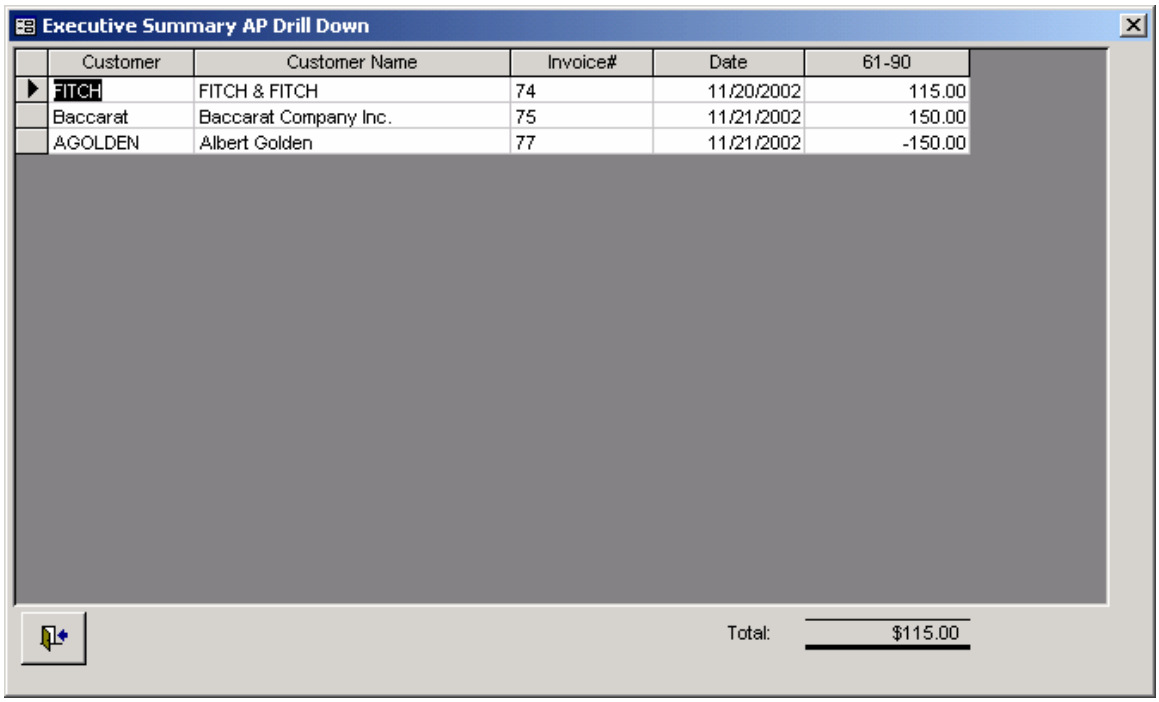
The Executive Summary Screen provides you with a very fast and effective overview of your critical business issues.

## 7.6.1 INFORMATION INCLUDED

### *AR and AP Aging*

This is summary information of your aging. You can also get this information from the bottom page of your aging reports found under Accounts Receivable and Accounts Payable.

**Drill Down**
You may drill down on the summary number to see what the detailed information is behind that number. Simply double click on any of the numbers found in the Aging sections.




### *Bank Management Deposits to be Processed*

This is the amount of money that has been received but not yet deposited into the bank.

### *Current Bank Account Balances*

For each bank account set up in Modules | Bank Management | Setup Bank Accounts, the ending balance is displayed here.

### *Net Income for Current Month and Year*

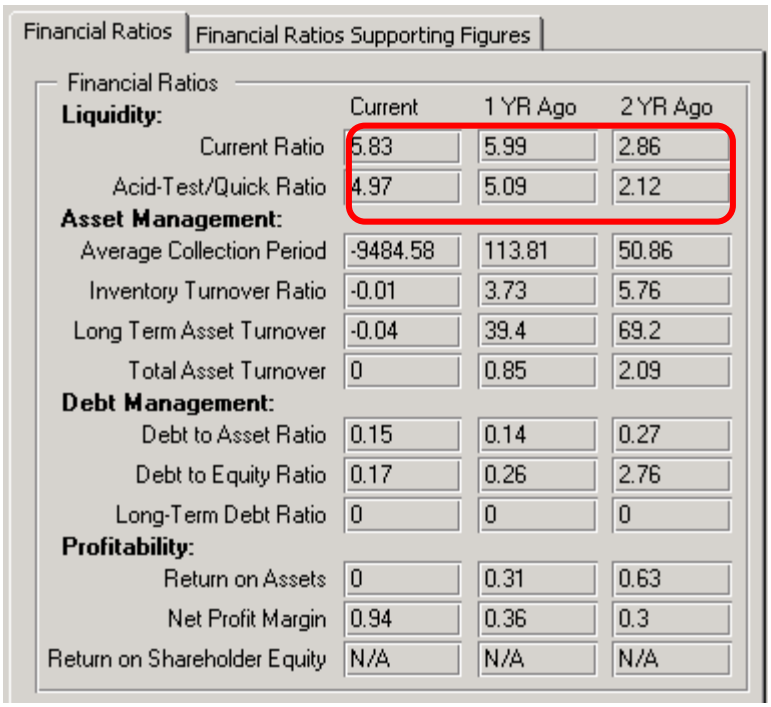
Displayed is the net income for the current month and the year to date income.

### *Inventory Value*

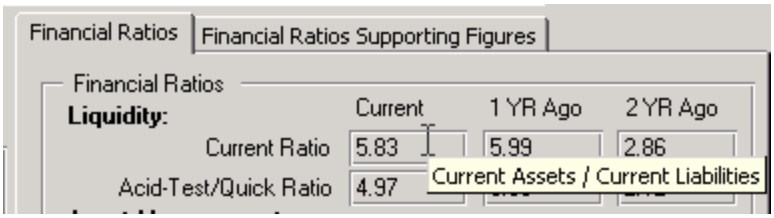
This will display the value of your inventory using average costing or FIFO costing depending on the method you are using.

### *Financial Ratios*

Financial ratios are quick identifiers to inform you in how your business is doing by comparing the ratios to the industry average and to prior years of business. These are calculated based on predefined formulas. These formulas are aided by properly setting up your category for your chart of accounts. The Financial Ratios Supporting Figures are found on the tab behind the Financial Ratios.


Financial Ratios
Financial Ratios Supporting Figures
Financial Ratios
Liquidity:
Current
1 YR Ago
2 YR Ago
Current Ratio 5.83 5.99 2.86
Acid-Test/Quick Ratio 4.97 5.09 2.12
Asset Management:
Average Collection Period -9484.58 113.81 50.86
Inventory Turnover Ratio -0.01 3.73 5.76
Long Term Asset Turnover -0.04 39.4 69.2
Total Asset Turnover 0 0.85 2.09
Debt Management:
Debt to Asset Ratio 0.15 0.14 0.27
Debt to Equity Ratio 0.17 0.26 2.76
Long-Term Debt Ratio 0 0 0
Profitability:
Return on Assets 0 0.31 0.63
Net Profit Margin 0.94 0.36 0.3
Return on Shareholder Equity N/A N/A N/A

If you hover your cursor over the ratio you will see the calculation formula.




| Note: | The key to using ratios successfully is to use them as a guide. The guidelines provided may or may not be relevant for your company. Speak to your accountant for more information. |
|---|---|

**Liquidity**

Liquidity ratios measure a company's ability to meet its short-term obligations with its current or liquid (ability to turn to cash) assets. The two ratios calculated are the *Current ratio* and the *Acid Test or Quick ratio*. They both take into consideration a comparison of current assets compared with current liabilities. The *Quick ratio* differs from the *Current* in that it excludes inventory. The idea is that some companies may have a lot of money invested in inventory which is not as liquid as the other current assets, and therefore this company should see how they fair with that taken into consideration.

*Current ratios* are generally found to be between 1 and 3 whereas the *Quick ratio* should be around 1. A very high ratio is not good either as it indicates that you are not making good investment of your current assets.

**Asset Management**

These ratios are also known as activity ratios.

The Average Collection Period ratio informs you in how well you are managing your Accounts Receivable. A very high ratio indicates that you have a high percentage of sales not yet collected for, whereas a very low

ratio may mean that you are too strict on granting credit to your customers which may ultimately lead to lost sales.

The Inventory Turnover ratio shows the relation to inventory and cost of sales. A high ratio indicates that a lot of inventory can be sold without keeping very much inventory on hand. This means that you are efficient in managing your inventory, whereas a low ratio may mean that you hold a lot of obsolete items in stock or manage your inventory poorly.

The Long Term Asset Turnover ratio indicates how effective a company is in managing its long term assets in relation to sales. All things being equal, a higher ratio means more efficient use.

Total Asset Turnover compares all assets in comparison to sales. It takes into consideration current assets as well as fixed assets. A higher ratio is seen as more efficient management of assets.

**Debt Management**
Debt management ratios focus on the ability to manage debt

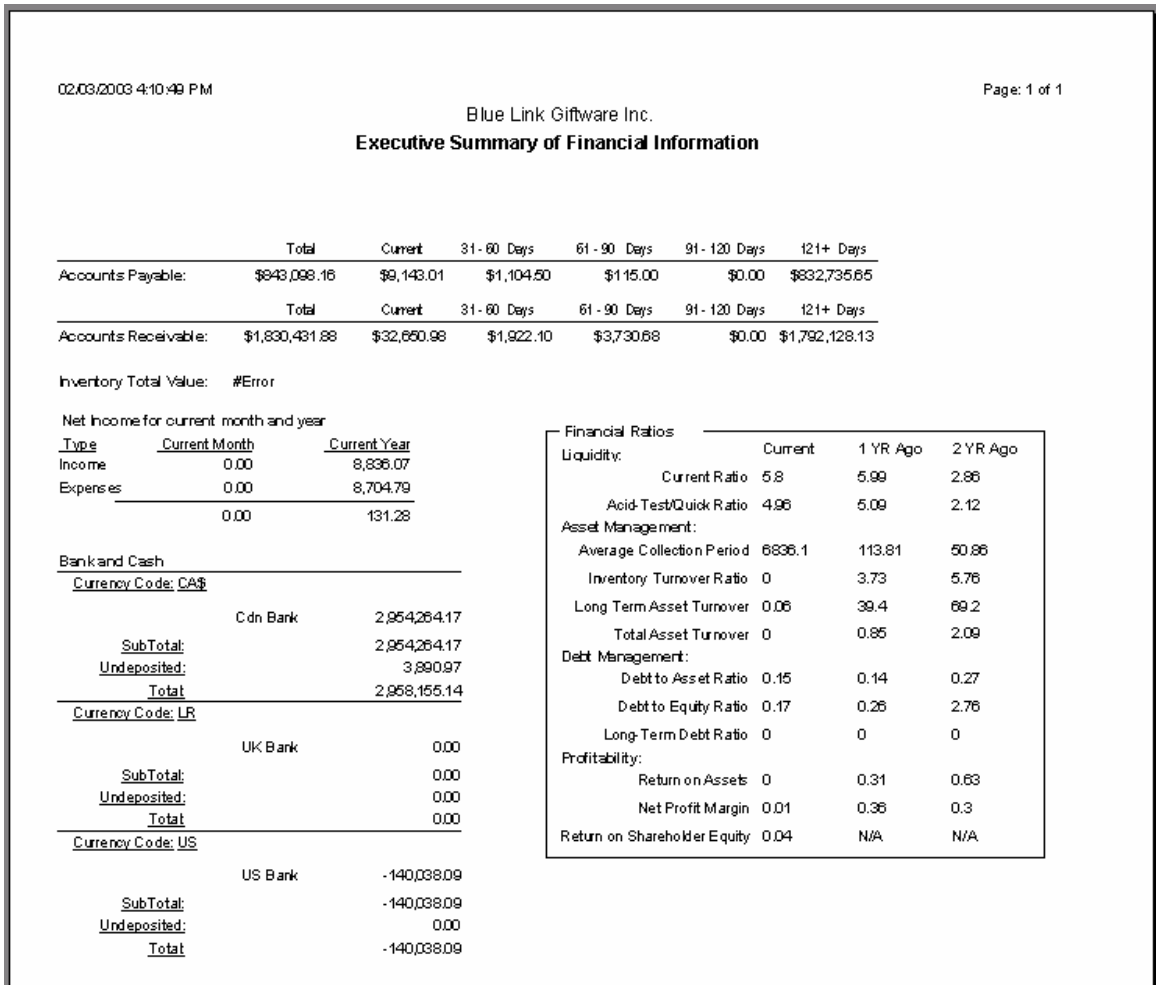
*Debt to Asset ratio* measures the ability to use creditors to finance the assets of your company. A larger ratio shows that you are making more use of creditors to finance your business. Of course a very high ratio is not good or it could cause insolvency.

*Debt to Equity ratio* measures the amount of debt in comparison to the amount of equity held by a company. A higher ratio means that your creditors are financing more of the business than the owner's which can cause insolvency.

*Long-Term Debt to Equity ratio* measures the same as the *Debt to Equity ratio* except that it only takes into account Long Term debt. This separates out current liabilities and its effect on the *Debt to Equity ratio.*

| | |
|---|---|
| **Note:** | **One ratio taken in isolation does not tell the picture of a company. You must take many ratios into consideration when evaluating the performance of your company.** |

You can then choose to Preview a printout of the Executive Summary Screen, as follows



02/03/2003 4:10:49 PM Page: 1 of 1

Blue Link Giftware Inc.

**Executive Summary of Financial Information**

| | Total | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121+ Days |
|---|---|---|---|---|---|---|
| Accounts Payable: | $843,098.16 | $9,143.01 | $1,104.50 | $115.00 | $0.00 | $832,735.65 |

| | Total | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121+ Days |
|---|---|---|---|---|---|---|
| Accounts Receivable: | $1,830,431.88 | $32,650.98 | $1,922.10 | $3,730.68 | $0.00 | $1,792,128.13 |

Inventory Total Value: #Error

Net Income for current month and year

| Type | Current Month | Current Year |
|---|---|---|
| Income | 0.00 | 8,836.07 |
| Expenses | 0.00 | 8,704.79 |
| | 0.00 | 131.28 |

Bank and Cash

| | | |
|---|---|---|
| Currency Code: CA$ | | |
| | Cdn Bank | 2,954,264.17 |
| SubTotal: | | 2,954,264.17 |
| Undeposited: | | 3,890.97 |
| Total | | 2,958,155.14 |
| Currency Code: LR | | |
| | UK Bank | 0.00 |
| SubTotal: | | 0.00 |
| Undeposited: | | 0.00 |
| Total | | 0.00 |
| Currency Code: US | | |
| | US Bank | -140,038.09 |
| SubTotal: | | -140,038.09 |
| Undeposited: | | 0.00 |
| Total | | -140,038.09 |

Financial Ratios

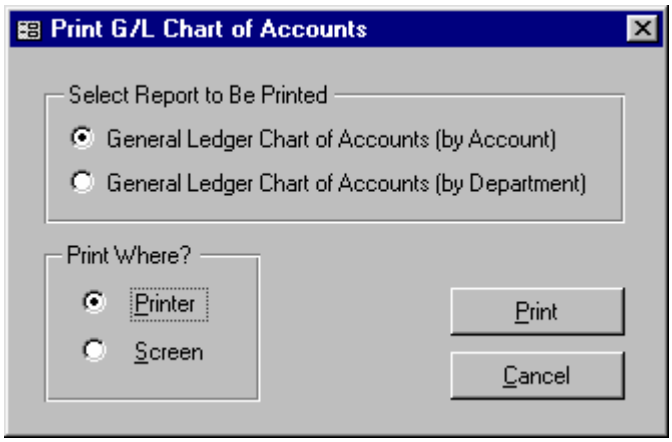
| Liquidity: | Current | 1 YR Ago | 2 YR Ago |
|---|---|---|---|
| Current Ratio | 5.8 | 5.99 | 2.86 |
| Acid-Test/Quick Ratio | 4.96 | 5.09 | 2.12 |
| Asset Management: | | | |
| Average Collection Period | 6836.1 | 113.81 | 50.86 |
| Inventory Turnover Ratio | 0 | 3.73 | 5.76 |
| Long Term Asset Turnover | 0.06 | 39.4 | 69.2 |
| Total Asset Turnover | 0 | 0.85 | 2.09 |
| Debt Management: | | | |
| Debt to Asset Ratio | 0.15 | 0.14 | 0.27 |
| Debt to Equity Ratio | 0.17 | 0.26 | 2.76 |
| Long-Term Debt Ratio | 0 | 0 | 0 |
| Profitability: | | | |
| Return on Assets | 0 | 0.31 | 0.63 |
| Net Profit Margin | 0.01 | 0.36 | 0.3 |
| Return on Shareholder Equity | 0.04 | N/A | N/A |

This will provide updated information about your Business at any time. If the Bank or your Accountant wants to see an overview of your Business, then you can print off this report, and provide it to them in moments.

# 7.7 Print Chart of Accounts

Use this program to print a list of General Ledger Account Codes, Departments, Account Types, and Descriptions. The following screen will appear. You may print the report ordered by account number, or grouped by department (if you have departments configured).

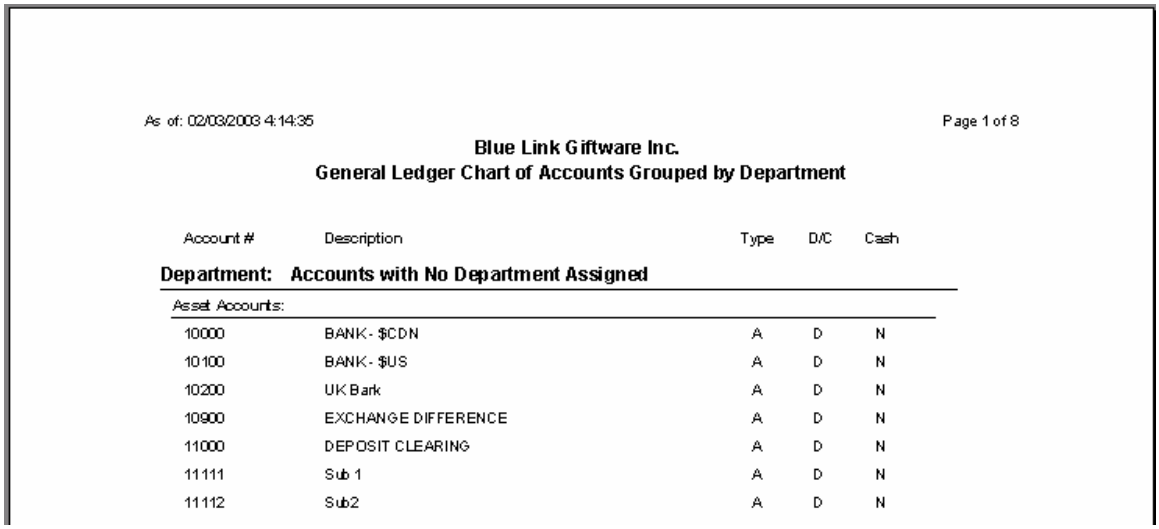
The program will print all account codes, departments, and descriptions. A letter indicating the account type (**I**ncome, **E**xpense, **O**wner's Equity, **A**sset, or **L**iability) is also printed. The report may be printed to the printer or previewed on screen.




**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## *Sample Report*

General Ledger Chart of Accounts (Grouped by Department):



As of: 02/03/2003 4:14:35 Page 1 of 8

**Blue Link Giftware Inc.**
**General Ledger Chart of Accounts Grouped by Department**

| Account # | Description | Type | D/C | Cash |
|---|---|---|---|---|
| **Department: Accounts with No Department Assigned** | | | | |
| Asset Accounts: | | | | |
| 10000 | BANK - $CDN | A | D | N |
| 10100 | BANK - $US | A | D | N |
| 10200 | UK Bank | A | D | N |
| 10900 | EXCHANGE DIFFERENCE | A | D | N |
| 11000 | DEPOSIT CLEARING | A | D | N |
| 11111 | Sub 1 | A | D | N |
| 11112 | Sub2 | A | D | N |

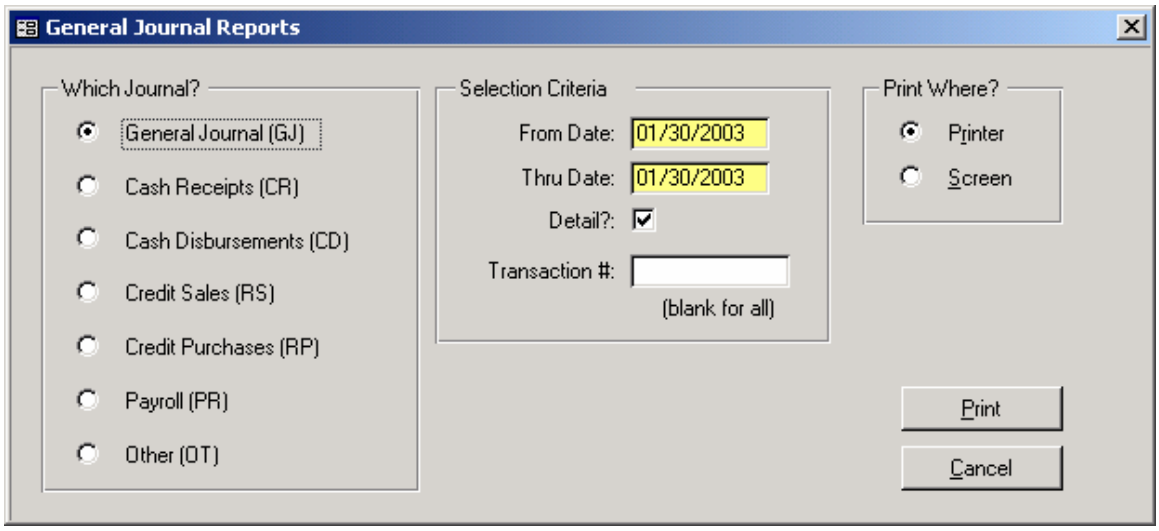
# 7.8 Print Journals

Use this screen to print a listing of all transactions of a certain type made on a certain day or range of days. This will let you check that all transactions for that day have been recorded properly. For example, you could use this screen to get a listing of all cash receipts on a certain day by choosing the **Cash Receipts Journal** and limiting the report to the desired date. You can do the same with **General Journal**, **Cash Disbursements Journal**, **Credit Sales**, **Credit Purchases**, **Payroll**, or **Other Journal**.

Each journal reports on a separate transaction type. Below is a list of the available journals and the transactions they record.

General Journal (GJ) records entries from Enter General Journal Entry.
Cash Receipts (CR) records entries from Enter General Journal Entry; cash terms type transactions from invoices posted Order Entry, and receipt of payment by cheque from Record Payments.
Cash Disbursements (CD) records Accounts Payable cheque transactions (not including manual cheques).
Credit Sales (RS) records all non-cash transactions from invoicing, those that are on account.
Credit Purchases (RP) records all non-cash transactions from Accounts Payable, including sales tax and payroll tax transfers to Accounts Payable, those that are on account.
Payroll (PR) records all payroll transactions by date.
Other (OT) Journal records Inventory Adjustment, Production Control, manual cheques and bank account funds transfer.

Note: To print the journal for all, or a range of transaction types, use the **Print G/L Transaction** report (described in the next section).




**Which Journal?**
Choose the type of journal you want to print.

Reminder: To print the journal for all, or a range of transaction types, use the **Print G/L Transaction** report (described in the next section).

**From/Thru Posting Dates**
Enter the starting and ending dates of the journal entries you want printed. If you don't enter a date in the **From Post Date** field, the program will default to the current date. The **Thru Post Date** field will default to the entry in **From Post Date**.

**Detail?**
You may choose to print a journal in summary or in detail. Clear the detail field if a summary report is required. This box is checked by default.

| Note: | If you want to see a summary of the GL accounts which were affected for a particular date range and transaction type (GJ, RS etc.) uncheck the detail flag to receive a summary. |
|---|---|

**Transaction #**
Specifying a transaction number will limit the report to a specific transaction. This may be useful if, for example, you wish to view just the General Ledger entry behind a specific invoice.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

Journals may be printed any number of times until the General Ledger Transaction file is cleared during **Month End Routines** or **Year End Routines.**

| **Important:** | If your organization purges detailed transaction histories due to very high transaction volumes, make sure you print all the journals that you want before purging the General Ledger Transaction file. Once it is cleared, you cannot recover the information. |
|---|---|

## *Sample Reports*

**General Ledger General Journal (with Detail)**

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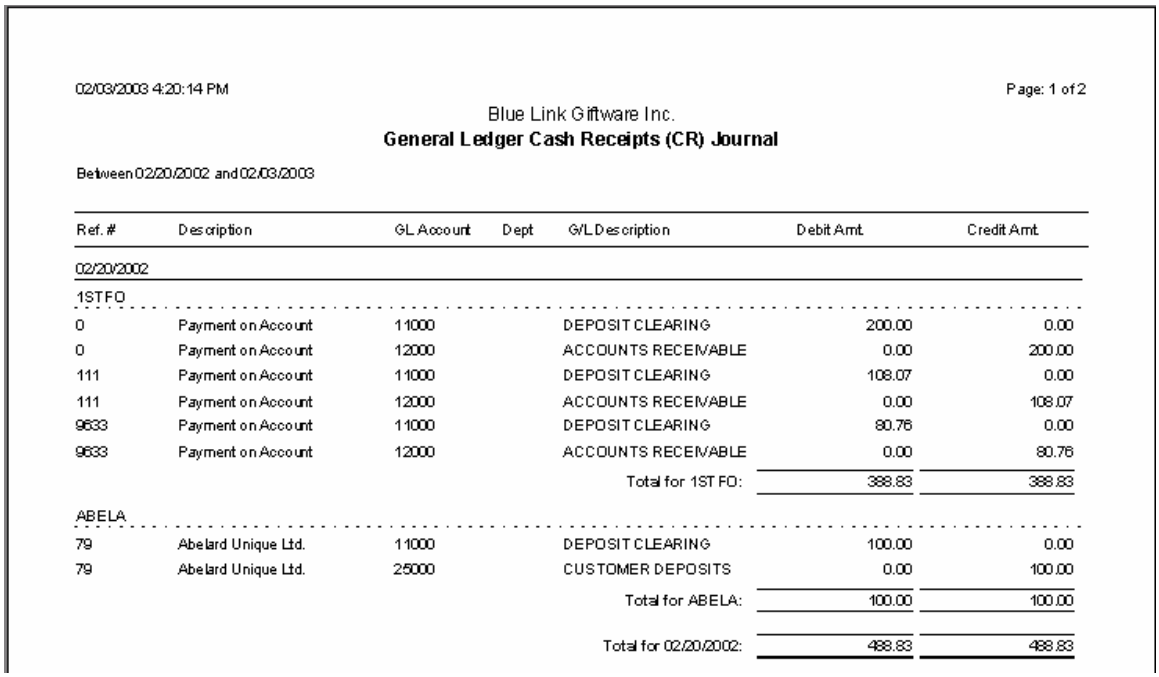
Blue Link Giftware Inc.

**General Ledger General (G J) Journal**

Between 02/20/2002 and 02/03/2003

| Entry # | Description | GL Account | Dept | G/L Description | Debit Amt. | Credit Amt. |
|---|---|---|---|---|---|---|
| 06/25/2002 | | | | | | |
| Adjust | | | | | | |
| 55 | Adjusting Entry | 13010 | | INVENTORY - BACCARA | $140.81 | $0.00 |
| 55 | Adjusting Entry | 54000 | | INVENTORY ADJUSTME | $0.00 | $140.81 |
| | | | | Total for Adjust : | $140.81 | $140.81 |
| | | | | Total for 06/25/2002: | $140.81 | $140.81 |
| 08/30/2002 | | | | | | |
| gj | | | | | | |
| 56 | Adjusting Entry | 12000 | | ACCOUNTS RECEIVABL | $2,254.00 | $0.00 |
| 56 | Adjusting Entry | 13010 | | INVENTORY - BACCARA | $3,950.00 | $0.00 |
| 56 | Adjusting Entry | 22000 | | ACCOUNTS PAYABLE | $3,120.90 | $0.00 |
| 56 | Adjusting Entry | 22100 | | PO RECEIVED ACCRUA | $3,152.75 | $0.00 |
| 56 | Adjusting Entry | ZZZZZ | | One Sided Entry | $0.00 | $12,477.65 |
| 57 | Adjusting Entry | 22000 | | ACCOUNTS PAYABLE | $0.00 | $6,241.80 |
| 57 | Adjusting Entry | 22100 | | PO RECEIVED ACCRUA | $0.00 | $6,305.50 |
| 57 | Adjusting Entry | ZZZZZ | | One Sided Entry | $12,547.30 | $0.00 |
| | | | | Total for gj: | $25,024.95 | $25,024.95 |
| | | | | Total for 08/30/2002: | $25,024.95 | $25,024.95 |
| 09/30/2002 | | | | | | |

**Cash Receipts and Cash Disbursements are similar (with Detail)**



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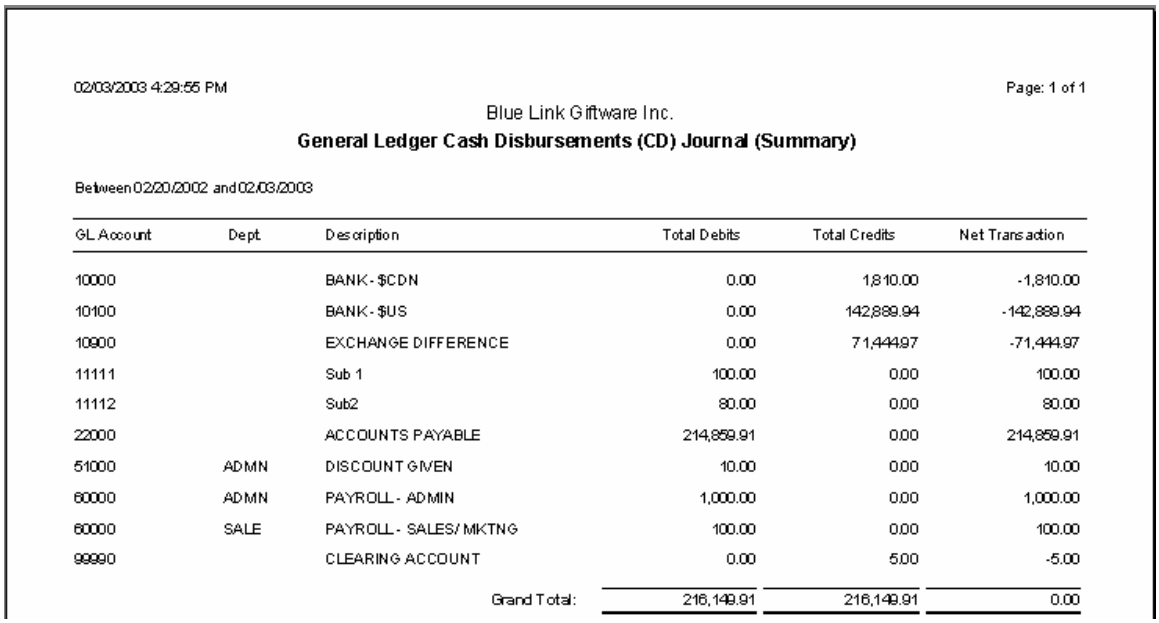
Blue Link Giftware Inc.

**General Ledger Cash Receipts (CR) Journal**

Between 02/20/2002 and 02/03/2003

| Ref. # | Description | GL Account | Dept | G/L Description | Debit Amt | Credit Amt |
|---|---|---|---|---|---|---|
| 02/20/2002 | | | | | | |
| 1STFO | | | | | | |
| 0 | Payment on Account | 11000 | | DEPOSIT CLEARING | 200.00 | 0.00 |
| 0 | Payment on Account | 12000 | | ACCOUNTS RECEIVABLE | 0.00 | 200.00 |
| 111 | Payment on Account | 11000 | | DEPOSIT CLEARING | 108.07 | 0.00 |
| 111 | Payment on Account | 12000 | | ACCOUNTS RECEIVABLE | 0.00 | 108.07 |
| 9633 | Payment on Account | 11000 | | DEPOSIT CLEARING | 80.76 | 0.00 |
| 9633 | Payment on Account | 12000 | | ACCOUNTS RECEIVABLE | 0.00 | 80.76 |
| | | | | Total for 1STFO: | 388.83 | 388.83 |
| ABELA | | | | | | |
| 79 | Abelard Unique Ltd. | 11000 | | DEPOSIT CLEARING | 100.00 | 0.00 |
| 79 | Abelard Unique Ltd. | 25000 | | CUSTOMER DEPOSITS | 0.00 | 100.00 |
| | | | | Total for ABELA: | 100.00 | 100.00 |
| | | | | Total for 02/20/2002: | 488.83 | 488.83 |

Cash Receipts and Cash Disbursements are similar (Summary)



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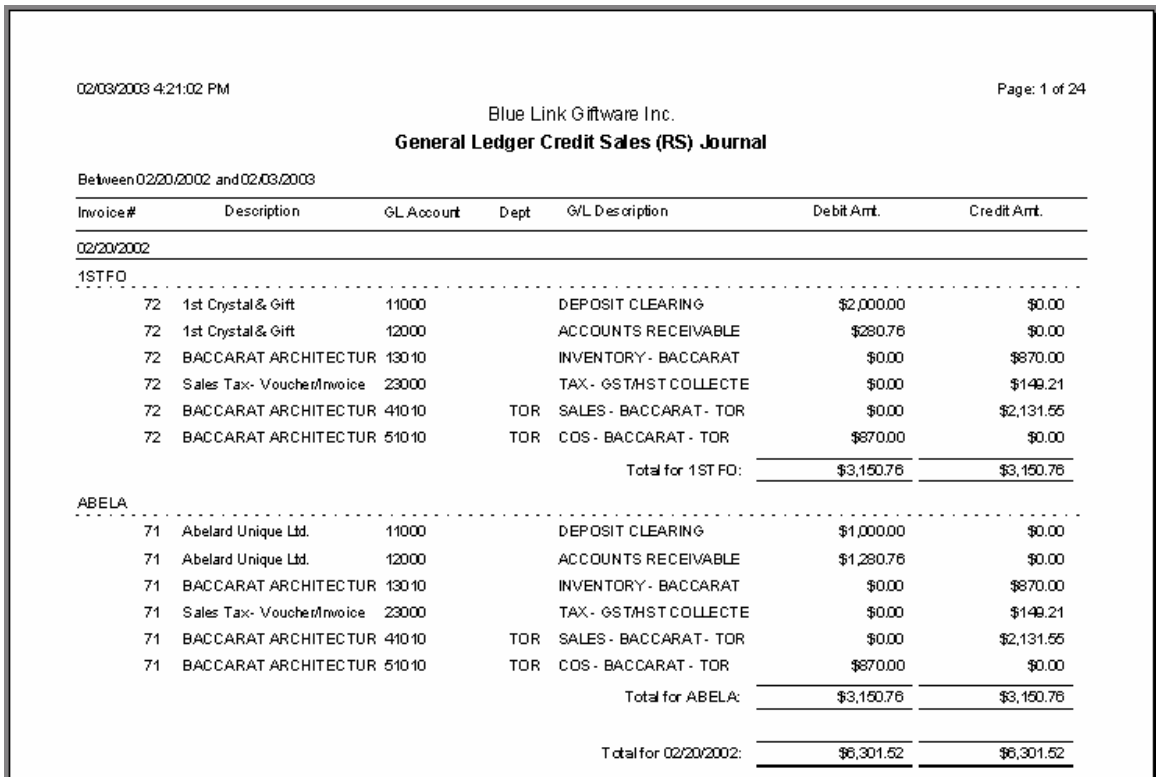
Blue Link Giftware Inc.

**General Ledger Cash Disbursements (CD) Journal (Summary)**

Between 02/20/2002 and 02/03/2003

| GL Account | Dept | Description | Total Debits | Total Credits | Net Transaction |
|---|---|---|---|---|---|
| 10000 | | BANK - $CDN | 0.00 | 1,810.00 | -1,810.00 |
| 10100 | | BANK - $US | 0.00 | 142,889.94 | -142,889.94 |
| 10900 | | EXCHANGE DIFFERENCE | 0.00 | 71,444.97 | -71,444.97 |
| 11111 | | Sub 1 | 100.00 | 0.00 | 100.00 |
| 11112 | | Sub2 | 80.00 | 0.00 | 80.00 |
| 22000 | | ACCOUNTS PAYABLE | 214,859.91 | 0.00 | 214,859.91 |
| 51000 | ADMN | DISCOUNT GIVEN | 10.00 | 0.00 | 10.00 |
| 60000 | ADMN | PAYROLL - ADMIN | 1,000.00 | 0.00 | 1,000.00 |
| 60000 | SALE | PAYROLL - SALES/ MKTNG | 100.00 | 0.00 | 100.00 |
| 99990 | | CLEARING ACCOUNT | 0.00 | 5.00 | -5.00 |
| | | Grand Total: | 216,149.91 | 216,149.91 | 0.00 |

**Credit Sales and Credit Purchases are similar (with Detail)**



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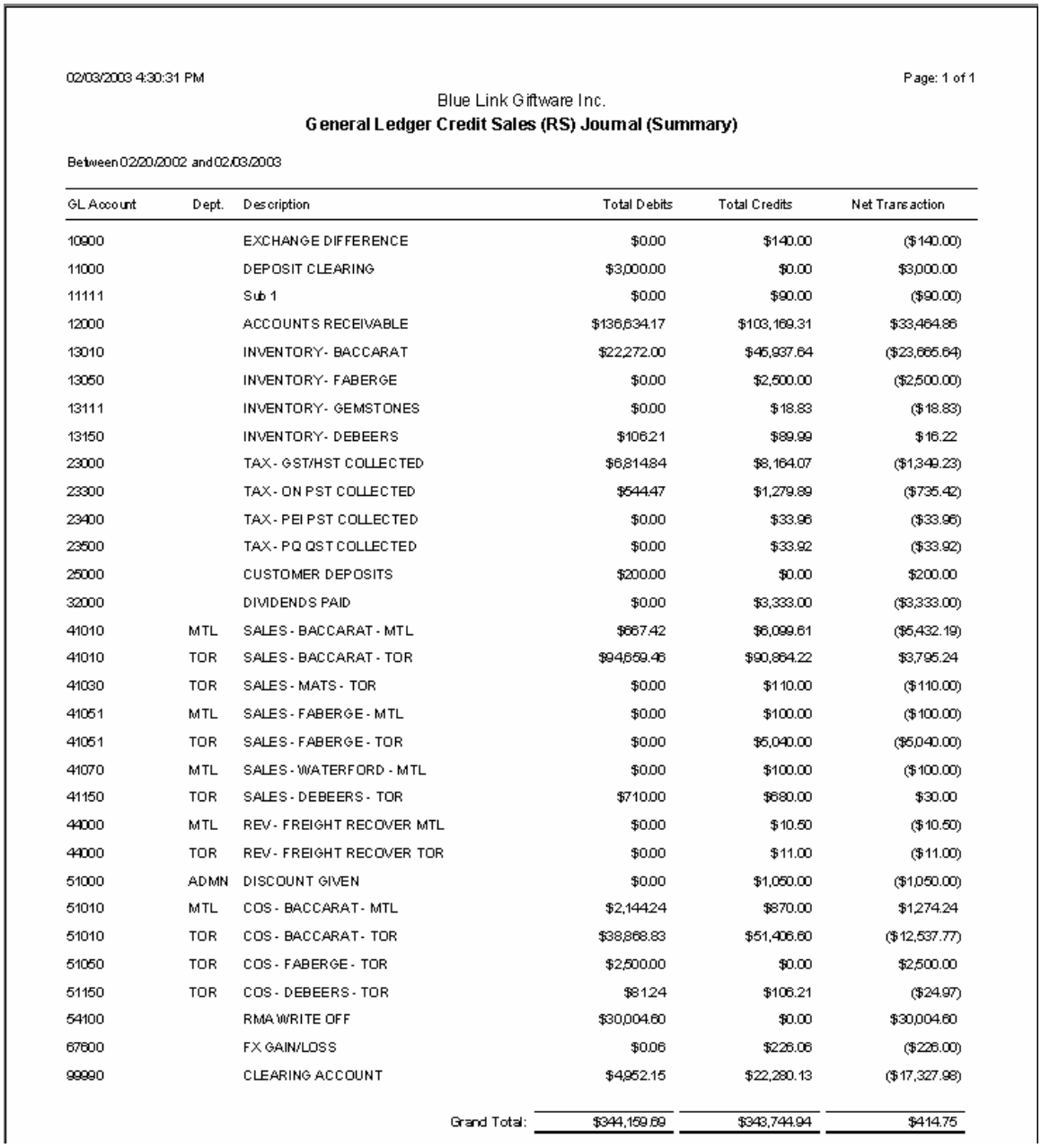
Blue Link Giftware Inc.

**General Ledger Credit Sales (RS) Journal**

Between 02/20/2002 and 02/03/2003

| Invoice# | Description | GL Account | Dept | G/L Description | Debit Amt. | Credit Amt. |
|---|---|---|---|---|---|---|
| 02/20/2002 | | | | | | |
| 1STFO | | | | | | |
| 72 | 1st Crystal & Gift | 11000 | | DEPOSIT CLEARING | $2,000.00 | $0.00 |
| 72 | 1st Crystal & Gift | 12000 | | ACCOUNTS RECEIVABLE | $280.76 | $0.00 |
| 72 | BACCARAT ARCHITECTUR | 13010 | | INVENTORY - BACCARAT | $0.00 | $870.00 |
| 72 | Sales Tax - Voucher/Invoice | 23000 | | TAX - GST/HST COLLECTE | $0.00 | $149.21 |
| 72 | BACCARAT ARCHITECTUR | 41010 | TOR | SALES - BACCARAT - TOR | $0.00 | $2,131.55 |
| 72 | BACCARAT ARCHITECTUR | 51010 | TOR | COS - BACCARAT - TOR | $870.00 | $0.00 |
| | | | | Total for 1STFO: | $3,150.76 | $3,150.76 |
| ABELA | | | | | | |
| 71 | Abelard Unique Ltd. | 11000 | | DEPOSIT CLEARING | $1,000.00 | $0.00 |
| 71 | Abelard Unique Ltd. | 12000 | | ACCOUNTS RECEIVABLE | $1,280.76 | $0.00 |
| 71 | BACCARAT ARCHITECTUR | 13010 | | INVENTORY - BACCARAT | $0.00 | $870.00 |
| 71 | Sales Tax - Voucher/Invoice | 23000 | | TAX - GST/HST COLLECTE | $0.00 | $149.21 |
| 71 | BACCARAT ARCHITECTUR | 41010 | TOR | SALES - BACCARAT - TOR | $0.00 | $2,131.55 |
| 71 | BACCARAT ARCHITECTUR | 51010 | TOR | COS - BACCARAT - TOR | $870.00 | $0.00 |
| | | | | Total for ABELA: | $3,150.76 | $3,150.76 |
| | | | | Total for 02/20/2002: | $6,301.52 | $6,301.52 |

**Credit Sales and Credit Purchases are similar (Summary)**



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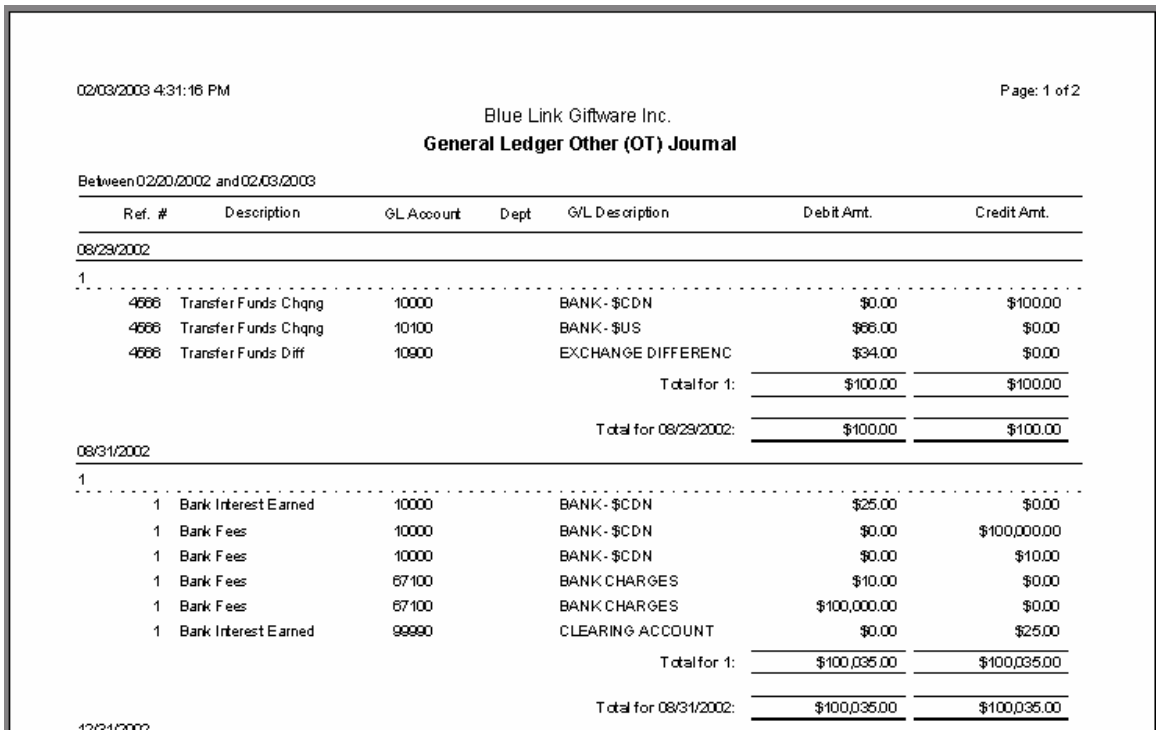
Blue Link Giftware Inc.

**General Ledger Credit Sales (RS) Journal (Summary)**

Between 02/20/2002 and 02/03/2003

| GL Account | Dept. | Description | Total Debits | Total Credits | Net Transaction |
|---|---|---|---|---|---|
| 10900 | | EXCHANGE DIFFERENCE | $0.00 | $140.00 | ($140.00) |
| 11000 | | DEPOSIT CLEARING | $3,000.00 | $0.00 | $3,000.00 |
| 11111 | | Sub 1 | $0.00 | $90.00 | ($90.00) |
| 12000 | | ACCOUNTS RECEIVABLE | $136,634.17 | $103,169.31 | $33,464.86 |
| 13010 | | INVENTORY- BACCARAT | $22,272.00 | $45,937.64 | ($23,665.64) |
| 13050 | | INVENTORY- FABERGE | $0.00 | $2,500.00 | ($2,500.00) |
| 13111 | | INVENTORY- GEMSTONES | $0.00 | $18.83 | ($18.83) |
| 13150 | | INVENTORY- DEBEERS | $106.21 | $89.99 | $16.22 |
| 23000 | | TAX - GST/HST COLLECTED | $6,814.84 | $8,164.07 | ($1,349.23) |
| 23300 | | TAX - ON PST COLLECTED | $544.47 | $1,279.89 | ($735.42) |
| 23400 | | TAX - PEI PST COLLECTED | $0.00 | $33.96 | ($33.96) |
| 23500 | | TAX - PQ QST COLLECTED | $0.00 | $33.92 | ($33.92) |
| 25000 | | CUSTOMER DEPOSITS | $200.00 | $0.00 | $200.00 |
| 32000 | | DIVIDENDS PAID | $0.00 | $3,333.00 | ($3,333.00) |
| 41010 | MTL | SALES - BACCARAT - MTL | $667.42 | $6,099.61 | ($5,432.19) |
| 41010 | TOR | SALES - BACCARAT - TOR | $94,659.46 | $90,864.22 | $3,795.24 |
| 41030 | TOR | SALES - MATS - TOR | $0.00 | $110.00 | ($110.00) |
| 41051 | MTL | SALES - FABERGE - MTL | $0.00 | $100.00 | ($100.00) |
| 41051 | TOR | SALES - FABERGE - TOR | $0.00 | $5,040.00 | ($5,040.00) |
| 41070 | MTL | SALES - WATERFORD - MTL | $0.00 | $100.00 | ($100.00) |
| 41150 | TOR | SALES - DEBEERS - TOR | $710.00 | $680.00 | $30.00 |
| 44000 | MTL | REV - FREIGHT RECOVER MTL | $0.00 | $10.50 | ($10.50) |
| 44000 | TOR | REV - FREIGHT RECOVER TOR | $0.00 | $11.00 | ($11.00) |
| 51000 | ADMN | DISCOUNT GIVEN | $0.00 | $1,050.00 | ($1,050.00) |
| 51010 | MTL | COS - BACCARAT - MTL | $2,144.24 | $870.00 | $1,274.24 |
| 51010 | TOR | COS - BACCARAT - TOR | $38,868.83 | $51,406.60 | ($12,537.77) |
| 51050 | TOR | COS - FABERGE - TOR | $2,500.00 | $0.00 | $2,500.00 |
| 51150 | TOR | COS - DEBEERS - TOR | $81.24 | $106.21 | ($24.97) |
| 54100 | | RMA WRITE OFF | $30,004.60 | $0.00 | $30,004.60 |
| 67600 | | FX GAIN/LOSS | $0.06 | $226.06 | ($226.00) |
| 99990 | | CLEARING ACCOUNT | $4,952.15 | $22,280.13 | ($17,327.98) |
| | | Grand Total: | $344,159.89 | $343,744.94 | $414.75 |

**Other (w/Detail)**



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Blue Link Giftware Inc.

**General Ledger Other (OT) Journal**

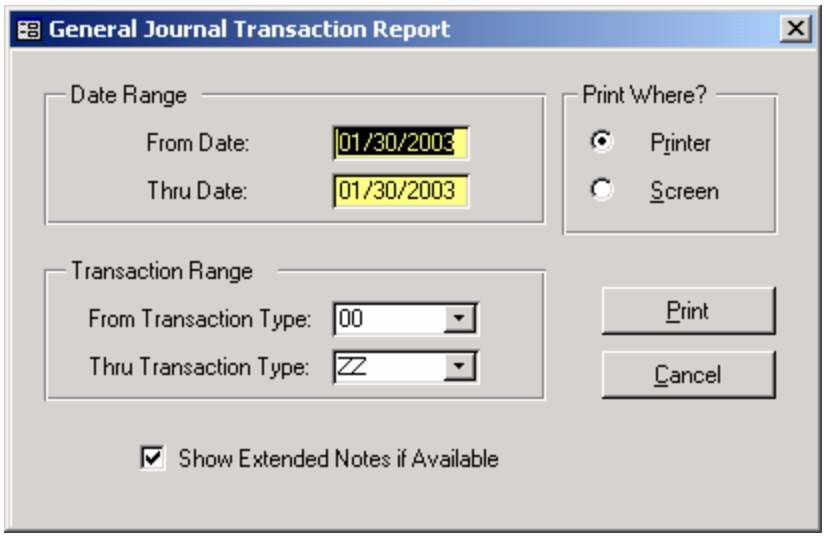
Between 02/20/2002 and 02/03/2003

| Ref. # | Description | GL Account | Dept | G/L Description | Debit Amt. | Credit Amt. |
|---|---|---|---|---|---|---|
| 08/29/2002 | | | | | | |
| 1 | | | | | | |
| 4666 | Transfer Funds Chqng | 10000 | | BANK - $CDN | $0.00 | $100.00 |
| 4666 | Transfer Funds Chqng | 10100 | | BANK - $US | $66.00 | $0.00 |
| 4666 | Transfer Funds Diff | 10900 | | EXCHANGE DIFFERENC | $34.00 | $0.00 |
| | | | | Total for 1: | $100.00 | $100.00 |
| | | | | Total for 08/29/2002: | $100.00 | $100.00 |
| 08/31/2002 | | | | | | |
| 1 | | | | | | |
| 1 | Bank Interest Earned | 10000 | | BANK - $CDN | $25.00 | $0.00 |
| 1 | Bank Fees | 10000 | | BANK - $CDN | $0.00 | $100,000.00 |
| 1 | Bank Fees | 10000 | | BANK - $CDN | $0.00 | $10.00 |
| 1 | Bank Fees | 67100 | | BANK CHARGES | $10.00 | $0.00 |
| 1 | Bank Fees | 67100 | | BANK CHARGES | $100,000.00 | $0.00 |
| 1 | Bank Interest Earned | 99990 | | CLEARING ACCOUNT | $0.00 | $25.00 |
| | | | | Total for 1: | $100,035.00 | $100,035.00 |
| | | | | Total for 08/31/2002: | $100,035.00 | $100,035.00 |

Note: Payroll Reports display information if Paymate is integrated with Blue Link Solutions

# 7.9 Print GL Transaction Report

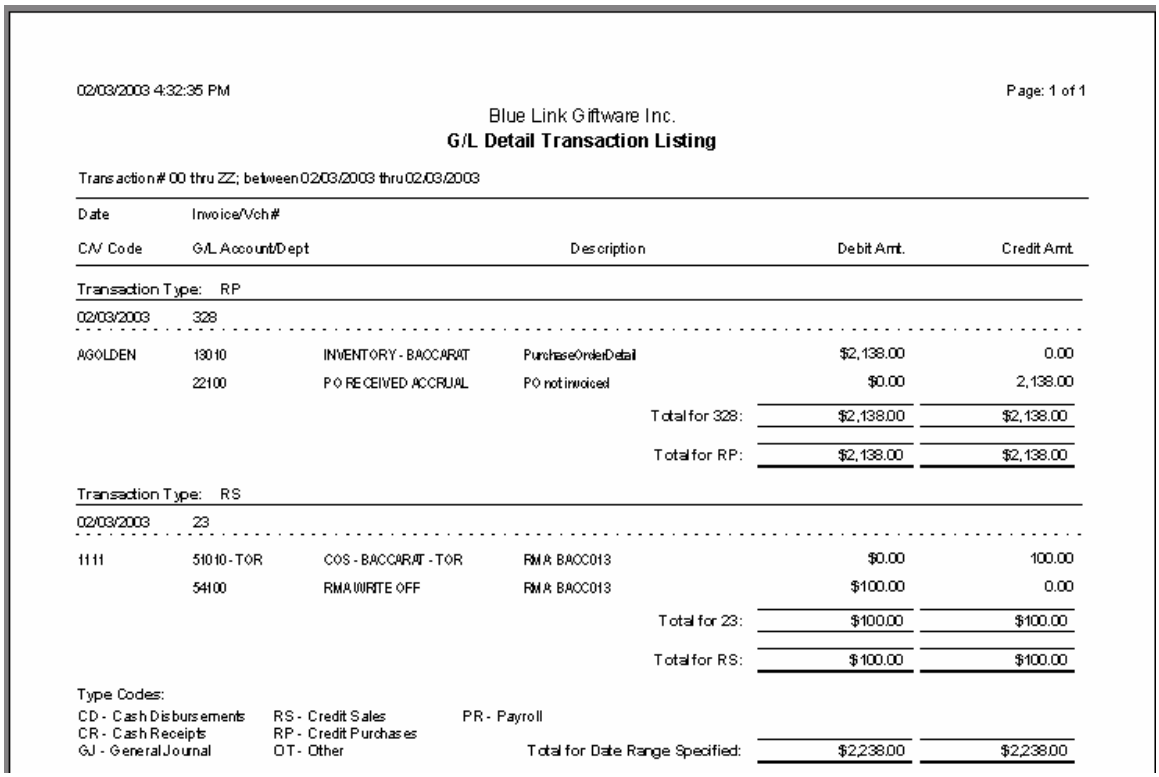
This screen allows you to print a General Ledger transaction list (similar layout to the GL Detailed Trial Balance) with the transactions sorted by Transaction Type.




**From/Thru Date**
Type in the date range you want in the report.

**From/Thru Transaction Type**
Enter the Journal(s) that you want to see in the report.

## 7.9.1 SAMPLE REPORT



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Blue Link Giftware Inc.

**G/L Detail Transaction Listing**

Transaction # 00 thru ZZ; between 02/03/2003 thru 02/03/2003

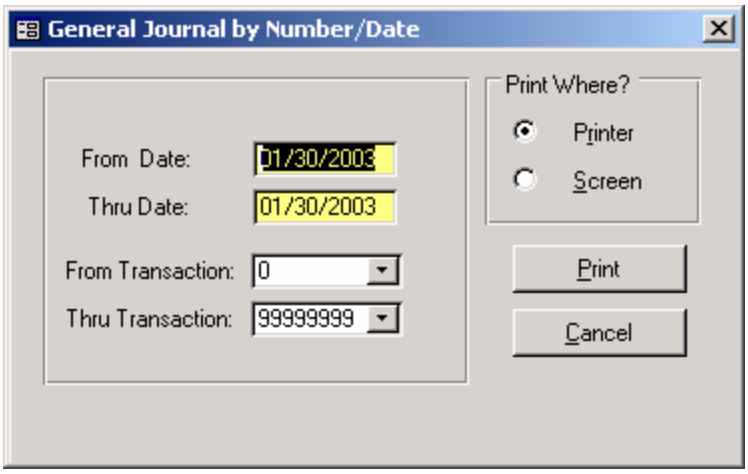
| Date / C/V Code | Invoice/Vch# / G/L Account/Dept | | Description | Debit Amt. | Credit Amt. |
|---|---|---|---|---|---|
| Transaction Type: RP | | | | | |
| 02/03/2003 | 328 | | | | |
| AGOLDEN | 13010 | INVENTORY - BACCARAT | PurchaseOrderDetail | $2,138.00 | 0.00 |
| | 22100 | PO RECEIVED ACCRUAL | PO not invoiced | $0.00 | 2,138.00 |
| | | | Total for 328: | $2,138.00 | $2,138.00 |
| | | | Total for RP: | $2,138.00 | $2,138.00 |
| Transaction Type: RS | | | | | |
| 02/03/2003 | 23 | | | | |
| 1111 | 51010-TOR | COS - BACCARAT - TOR | RMA BACC013 | $0.00 | 100.00 |
| | 54100 | RMA WRITE OFF | RMA BACC013 | $100.00 | 0.00 |
| | | | Total for 23: | $100.00 | $100.00 |
| | | | Total for RS: | $100.00 | $100.00 |

Type Codes:
CD - Cash Disbursements RS - Credit Sales PR - Payroll
CR - Cash Receipts RP - Credit Purchases
GJ - General Journal OT - Other

Total for Date Range Specified: $2,238.00 $2,238.00

# 7.10 Print General Journal by Number/Date

Use this screen to print a listing of General Journal transactions for a particular date range, and/or for a particular range of transaction numbers.

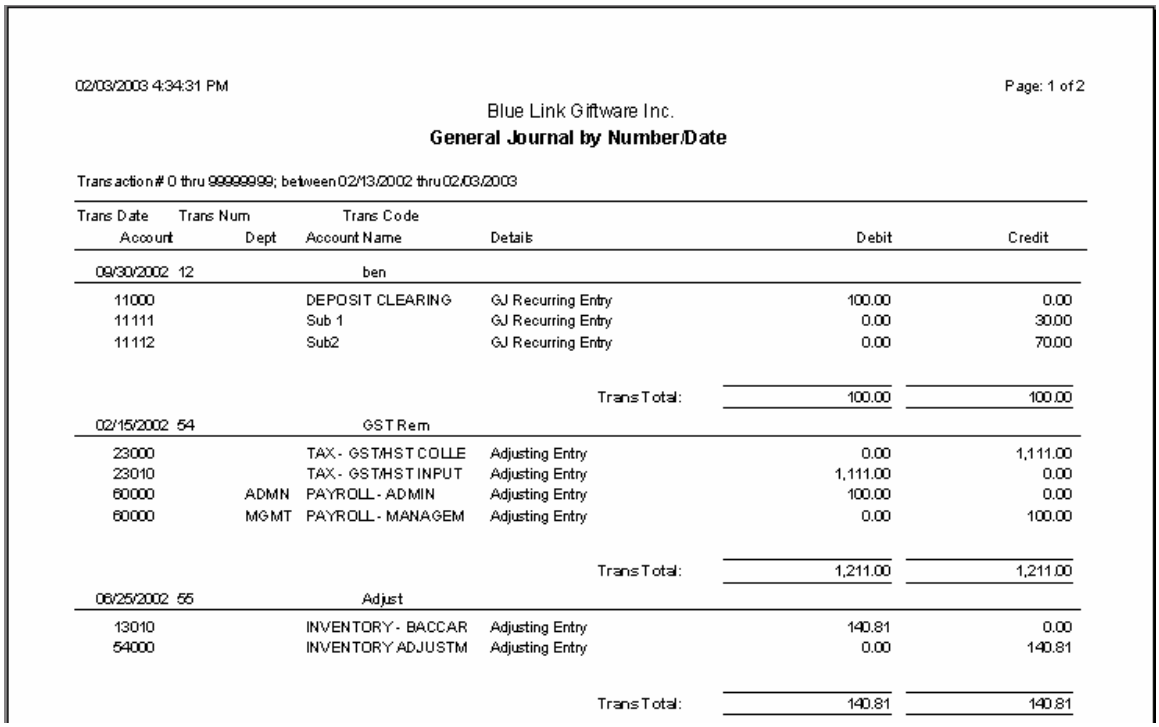



**From/Thru Dates**
Enter the **From Date** and **Thru Dates,** and the range of transaction numbers you wish to view.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## 7.10.1 SAMPLE REPORTS

General Journal Transaction by Number



02/03/2003 4:34:31 PM Page: 1 of 2

Blue Link Giftware Inc.

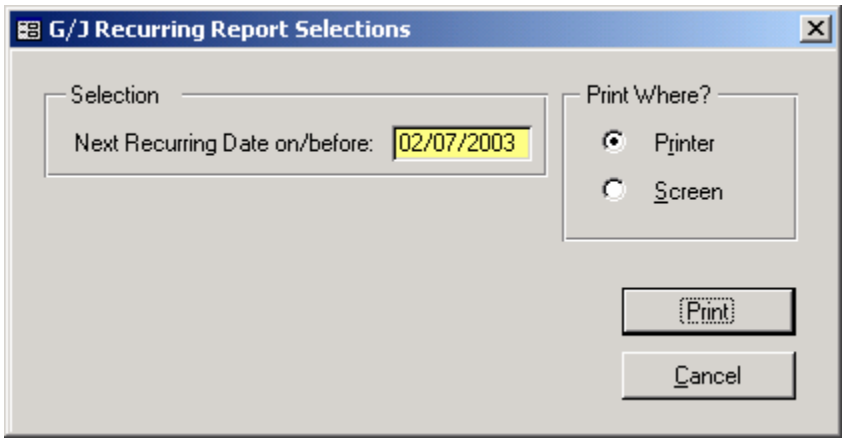
**General Journal by Number/Date**

Transaction # 0 thru 99999999; between 02/13/2002 thru 02/03/2003

| Trans Date / Account | Trans Num | Dept | Trans Code / Account Name | Details | Debit | Credit |
|---|---|---|---|---|---|---|
| 09/30/2002 | 12 | | ben | | | |
| 11000 | | | DEPOSIT CLEARING | GJ Recurring Entry | 100.00 | 0.00 |
| 11111 | | | Sub 1 | GJ Recurring Entry | 0.00 | 30.00 |
| 11112 | | | Sub2 | GJ Recurring Entry | 0.00 | 70.00 |
| | | | | Trans Total: | 100.00 | 100.00 |
| 02/15/2002 | 54 | | GST Rem | | | |
| 23000 | | | TAX - GST/HST COLLE | Adjusting Entry | 0.00 | 1,111.00 |
| 23010 | | | TAX - GST/HST INPUT | Adjusting Entry | 1,111.00 | 0.00 |
| 60000 | | ADMN | PAYROLL - ADMIN | Adjusting Entry | 100.00 | 0.00 |
| 60000 | | MGMT | PAYROLL - MANAGEM | Adjusting Entry | 0.00 | 100.00 |
| | | | | Trans Total: | 1,211.00 | 1,211.00 |
| 06/25/2002 | 55 | | Adjust | | | |
| 13010 | | | INVENTORY - BACCAR | Adjusting Entry | 140.81 | 0.00 |
| 54000 | | | INVENTORY ADJUSTM | Adjusting Entry | 0.00 | 140.81 |
| | | | | Trans Total: | 140.81 | 140.81 |

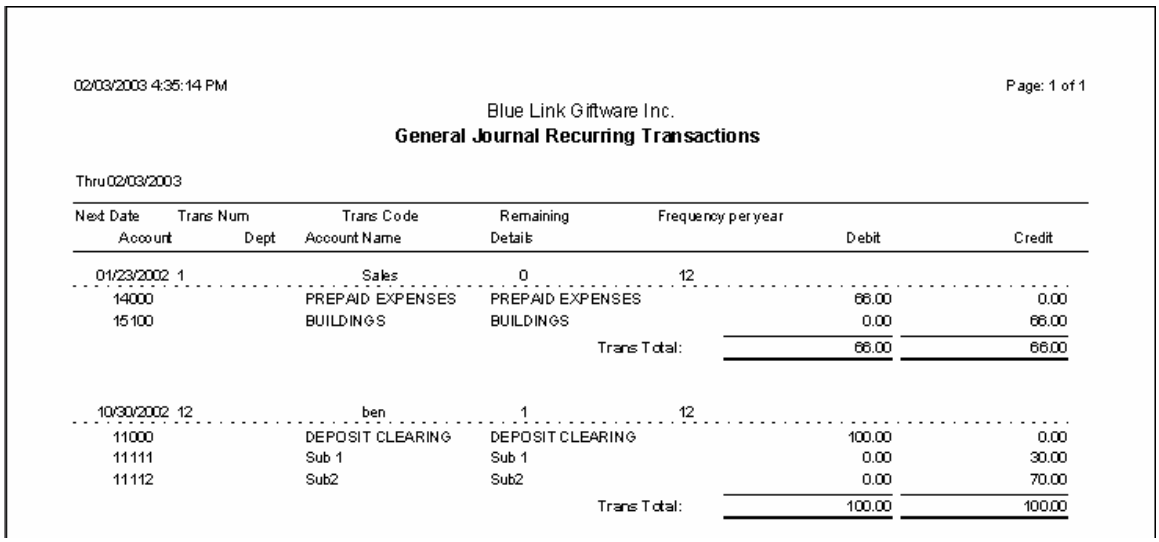
# 7.11 Print Recurring Journal Report

Use this program to print a list of Recurring General Journal Entries (originally created in **Enter Recurring General Journal Entries**).




**Next Recurring Date on/before:**
Enter the next date for the recurring general journal entries. All entries to be posted on or before this date will be selected.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/03/2003 4:35:14 PM Page: 1 of 1

Blue Link Giftware Inc.

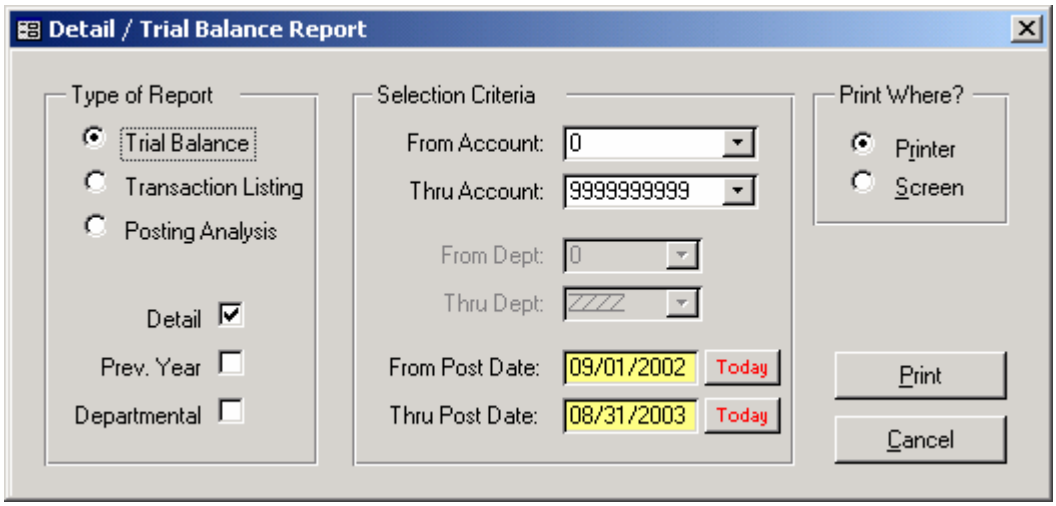
**General Journal Recurring Transactions**

Thru 02/03/2003

| Next Date / Account | Trans Num / Dept | Trans Code / Account Name | Remaining / Details | Frequency per year | Debit | Credit |
|---|---|---|---|---|---|---|
| 01/23/2002 | 1 | Sales | 0 | 12 | | |
| 14000 | | PREPAID EXPENSES | PREPAID EXPENSES | | 66.00 | 0.00 |
| 15100 | | BUILDINGS | BUILDINGS | | 0.00 | 66.00 |
| | | | Trans Total: | | 66.00 | 66.00 |
| 10/30/2002 | 12 | ben | 1 | 12 | | |
| 11000 | | DEPOSIT CLEARING | DEPOSIT CLEARING | | 100.00 | 0.00 |
| 11111 | | Sub 1 | Sub 1 | | 0.00 | 30.00 |
| 11112 | | Sub2 | Sub2 | | 0.00 | 70.00 |
| | | | Trans Total: | | 100.00 | 100.00 |

# 7.12 Print Trial Balance/Posting Analysis

This program parallels **Print Journals**. However, instead of printing by Journal Type, this program will print in Account Code order. Using the reports generated by this program and the previous one provides you with a complete audit trail. By following the transactions from this report to the individual posting journal, you can see the entire results of any transaction. In this report you can see all the transactions for a single account; in the appropriate journal you can see each transaction as a whole.




**Type of Report**
You may select **Trial Balance**, **Transaction Listing** or **Posting Analysis**.

**Trial Balance**
This report shows balances for each account from the beginning of the period specified as **From Post Date** to the end of the period specified as the **Thru Post Date**. (Only entire periods may be specified).

**Transaction Listing**
This report shows all transactions between the specified dates and the net effect on the General Ledger account.

**Posting Analysis**
This report lists all transactions posted on or between the selected dates, and includes information on the user who posted the transaction. Unlike the other reports, the date selection on this screen relates to the dates that the transactions were actually posted and not the transaction dates. For example, you may post a transaction on March 21st but date the transaction February 27th. In this case, the transaction will display as a Feb 27th transaction on all the other reports, but the posting report will list this transaction as a March 21st transaction. This report is only available for transactions that were posted after Release 2.70 was installed. This is a useful report in order to review all the transactions that were posted on a specific day and by whom they were posted.

**Detail/Summary**
The report may be printed in detail by checking the **Detail** box

**Prev. Year**
Click the **Prev. Year** box automatically changes the From/Thru dates to the previous year for the same period.

**Sort by Department**
Click on the **Departmental** box to print the report sorted by department.

**Accounts/Departments**
You may enter **From/Thru Account** and **From/Thru Post Dates** to specify a range to print. You may limit the report to one account, one department, and one day (if you wish) by using the same information in the **From** and **To** fields. If you do not enter any limits, the program will report on all of the transactions in the file. A Detailed Trial Balance may be printed any number of times until the General Ledger Transaction file is cleared during **Month End Routines** or **Year End Routines**.

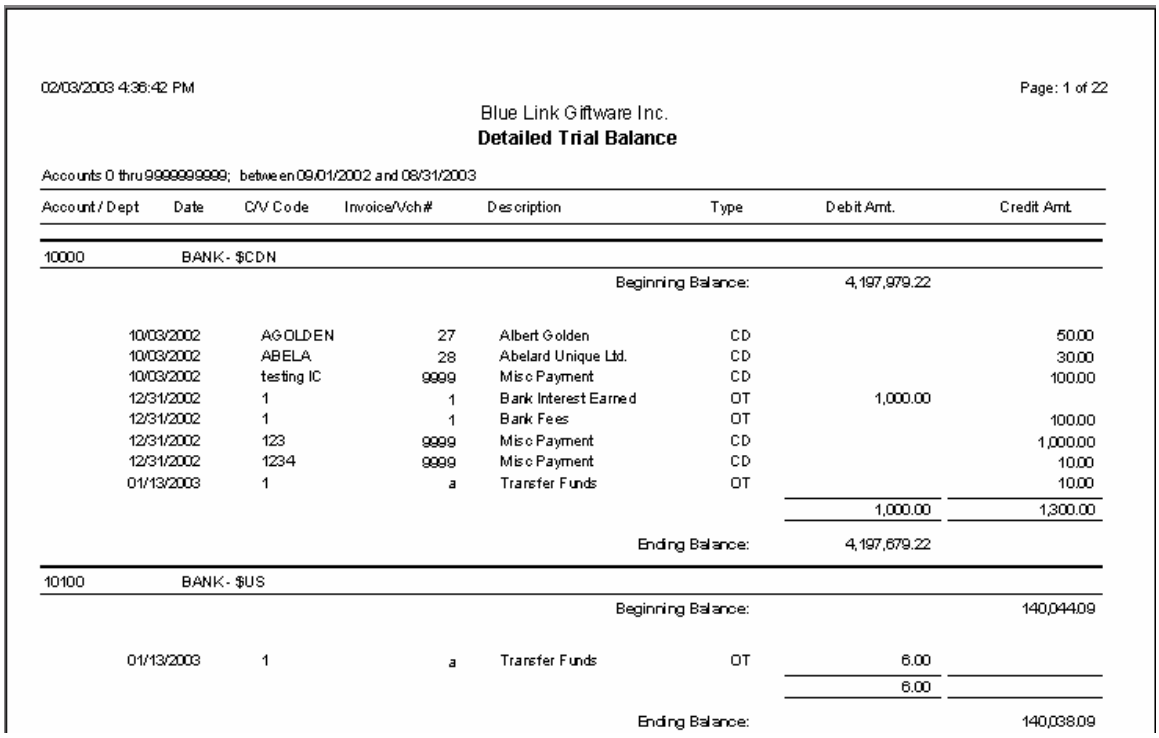
**Posting Dates**
Type in the date range you want in the report. You can click the "Today" button to change the date to the current date.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**CAUTION:** Make sure you print all posting reports before clearing the General Ledger Transaction file. Once it is cleared, you cannot recover the information.

## 7.12.1 SAMPLE REPORTS

Detailed Trial Balance



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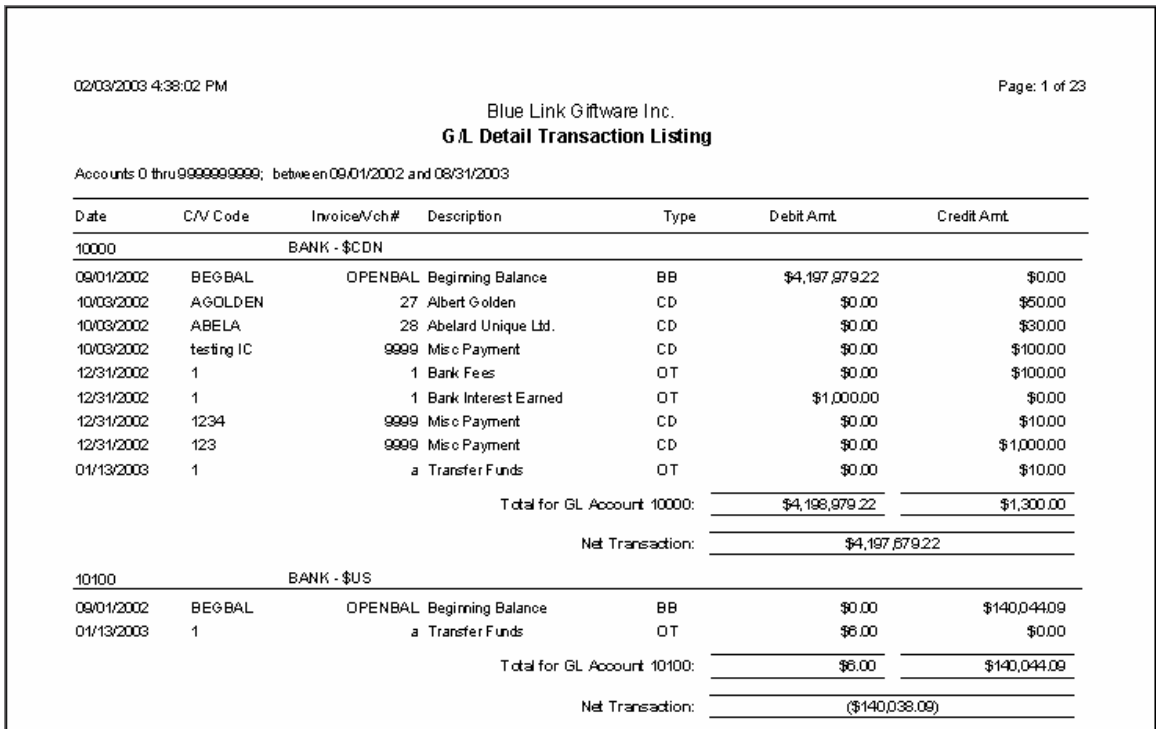
Blue Link Giftware Inc.

**Detailed Trial Balance**

Accounts 0 thru 9999999999; between 09/01/2002 and 08/31/2003

| Account / Dept | Date | C/V Code | Invoice/Vch# | Description | Type | Debit Amt. | Credit Amt. |
|---|---|---|---|---|---|---|---|
| 10000 | BANK - $CDN | | | | | | |
| | | | | Beginning Balance: | | 4,197,979.22 | |
| | 10/03/2002 | AGOLDEN | 27 | Albert Golden | CD | | 50.00 |
| | 10/03/2002 | ABELA | 28 | Abelard Unique Ltd. | CD | | 30.00 |
| | 10/03/2002 | testing IC | 9999 | Misc Payment | CD | | 100.00 |
| | 12/31/2002 | 1 | 1 | Bank Interest Earned | OT | 1,000.00 | |
| | 12/31/2002 | 1 | 1 | Bank Fees | OT | | 100.00 |
| | 12/31/2002 | 123 | 9999 | Misc Payment | CD | | 1,000.00 |
| | 12/31/2002 | 1234 | 9999 | Misc Payment | CD | | 10.00 |
| | 01/13/2003 | 1 | a | Transfer Funds | OT | | 10.00 |
| | | | | | | 1,000.00 | 1,300.00 |
| | | | | Ending Balance: | | 4,197,679.22 | |
| 10100 | BANK - $US | | | | | | |
| | | | | Beginning Balance: | | | 140,044.09 |
| | 01/13/2003 | 1 | a | Transfer Funds | OT | 6.00 | |
| | | | | | | 6.00 | |
| | | | | Ending Balance: | | | 140,038.09 |

G/L Detail Transaction Listing



02/03/2003 4:38:02 PM Page: 1 of 23

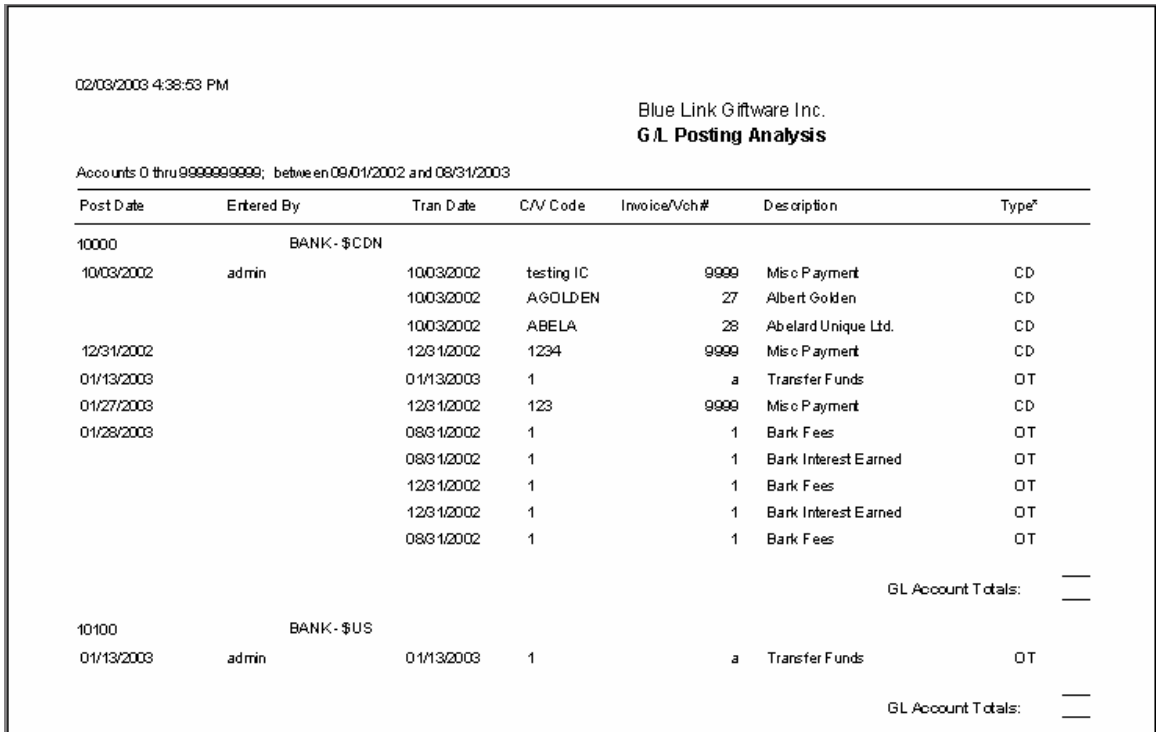
Blue Link Giftware Inc.

**G/L Detail Transaction Listing**

Accounts 0 thru 9999999999; between 09/01/2002 and 08/31/2003

| Date | C/V Code | Invoice/Vch# | Description | Type | Debit Amt | Credit Amt |
|---|---|---|---|---|---|---|
| 10000 | | BANK - $CDN | | | | |
| 09/01/2002 | BEGBAL | OPENBAL | Beginning Balance | BB | $4,197,979.22 | $0.00 |
| 10/03/2002 | AGOLDEN | 27 | Albert Golden | CD | $0.00 | $50.00 |
| 10/03/2002 | ABELA | 28 | Abelard Unique Ltd. | CD | $0.00 | $30.00 |
| 10/03/2002 | testing IC | 9999 | Misc Payment | CD | $0.00 | $100.00 |
| 12/31/2002 | 1 | 1 | Bank Fees | OT | $0.00 | $100.00 |
| 12/31/2002 | 1 | 1 | Bank Interest Earned | OT | $1,000.00 | $0.00 |
| 12/31/2002 | 1234 | 9999 | Misc Payment | CD | $0.00 | $10.00 |
| 12/31/2002 | 123 | 9999 | Misc Payment | CD | $0.00 | $1,000.00 |
| 01/13/2003 | 1 | a | Transfer Funds | OT | $0.00 | $10.00 |
| | | | Total for GL Account 10000: | | $4,198,979.22 | $1,300.00 |
| | | | Net Transaction: | | $4,197,679.22 | |
| 10100 | | BANK - $US | | | | |
| 09/01/2002 | BEGBAL | OPENBAL | Beginning Balance | BB | $0.00 | $140,044.09 |
| 01/13/2003 | 1 | a | Transfer Funds | OT | $6.00 | $0.00 |
| | | | Total for GL Account 10100: | | $6.00 | $140,044.09 |
| | | | Net Transaction: | | ($140,038.09) | |

General Ledger Posting Analysis



02/03/2003 4:38:53 PM

Blue Link Giftware Inc.

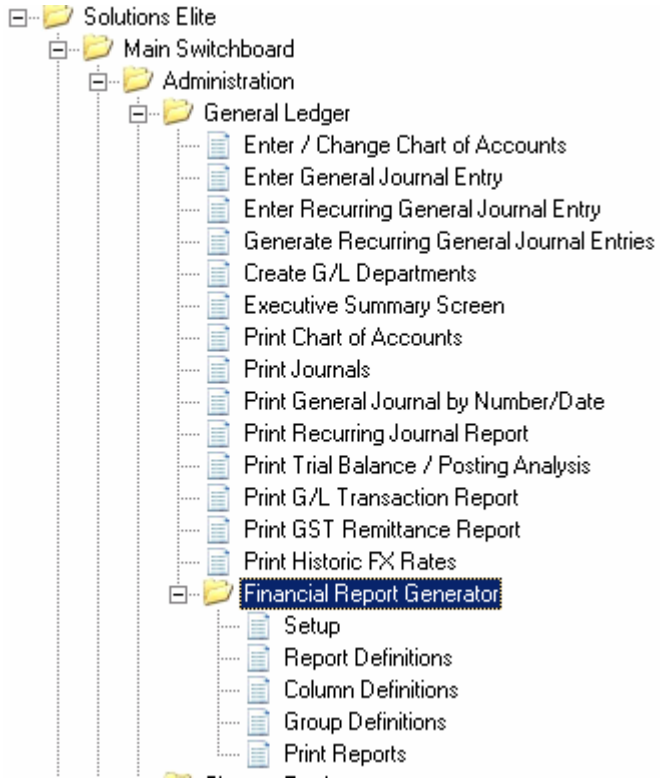
**G/L Posting Analysis**

Accounts 0 thru 9999999999; between 09/01/2002 and 08/31/2003

| Post Date | Entered By | Tran Date | C/V Code | Invoice/Vch# | Description | Type* |
|---|---|---|---|---|---|---|
| 10000 | BANK - $CDN | | | | | |
| 10/03/2002 | admin | 10/03/2002 | testing IC | 9999 | Misc Payment | CD |
| | | 10/03/2002 | AGOLDEN | 27 | Albert Golden | CD |
| | | 10/03/2002 | ABELA | 28 | Abelard Unique Ltd. | CD |
| 12/31/2002 | | 12/31/2002 | 1234 | 9999 | Misc Payment | CD |
| 01/13/2003 | | 01/13/2003 | 1 | a | Transfer Funds | OT |
| 01/27/2003 | | 12/31/2002 | 123 | 9999 | Misc Payment | CD |
| 01/28/2003 | | 08/31/2002 | 1 | 1 | Bank Fees | OT |
| | | 08/31/2002 | 1 | 1 | Bank Interest Earned | OT |
| | | 12/31/2002 | 1 | 1 | Bank Fees | OT |
| | | 12/31/2002 | 1 | 1 | Bank Interest Earned | OT |
| | | 08/31/2002 | 1 | 1 | Bank Fees | OT |
| | | | | | GL Account Totals: | |
| 10100 | BANK - $US | | | | | |
| 01/13/2003 | admin | 01/13/2003 | 1 | a | Transfer Funds | OT |
| | | | | | GL Account Totals: | |

# 7.13 Financial Report Generator

The Financial Report Generator allows you to define and store any number of financial statement formats. You may define up to 4 columns on portrait layout pages and 8 columns on landscape layout pages. An unlimited number of lines may also be defined. Groups of General Ledger accounts may be reported in detail, or summarized into a single line.



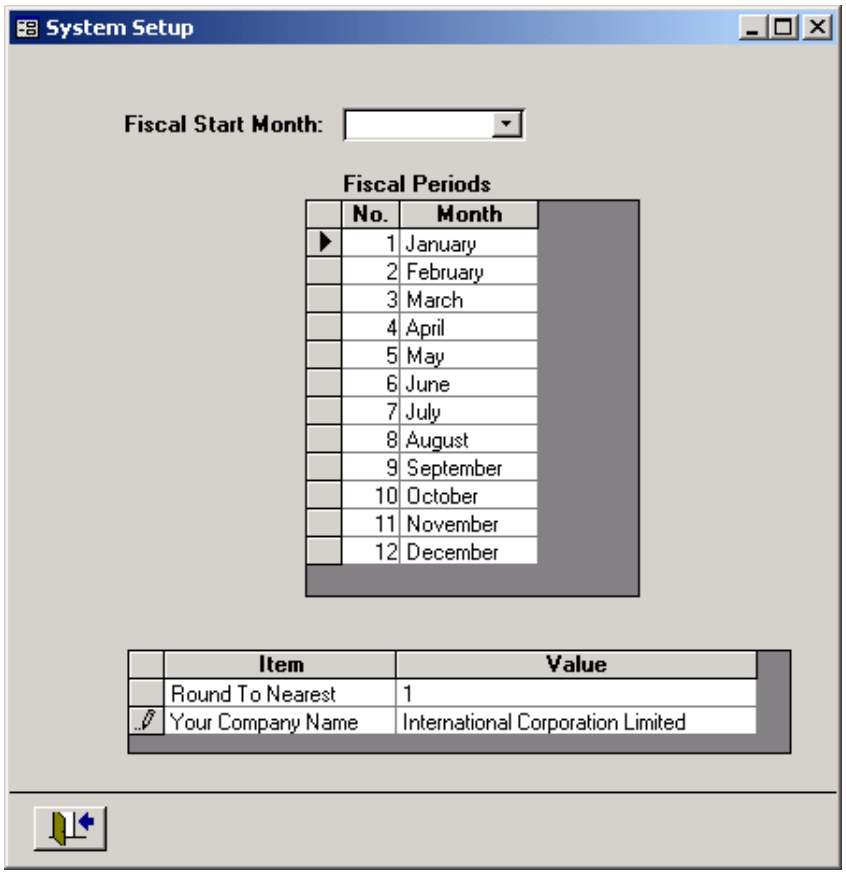

The financial report generator contains three design tools and one print tool that tie the output of the three tools together.

All financial statements include three attributes:

1. **The type of report (Income statement, Balance Sheet, etc) and the line items that belong to it.** (For example, a Balance Sheet starts with the heading "Assets", then lists the assets, prints a sub-total, etc).
2. The columns or data area of the report. (Data for a particular month; a range of months; budget figures; differences; percentages; etc.)
3. The companies (or "Groups") you want to include or consolidate.

## 7.13.1 Financial Reports System Setup

Use this screen to specify the System Settings for your Financial Reports:




**Fiscal Start Month**
Enter the first month of your company's fiscal year in this field.

**Round to Nearest** – Used by the system to control rounding (default is 1)

| | |
|---|---|
| Note: | To round to the nearest enter the following:<br>2 decimal places - .01<br>1 decimal place - .1<br>0 decimal places – 1<br>$10 – 10<br>$1000 – 1000 etc. |

**Your Company Name** – This company name will appear on Financial Reports

## 7.13.2 REPORT DEFINITIONS

Use the "report definitions" screen to define the structure of your financial reports.

### *Basic Concepts – How totals are calculated*

The "report definitions" screen of the financial report generator is where you specify what Headings, G/L Account Detail, and Totals will appear on your report.

Totals are calculated by taking the sum of all the values in an "update total" "basket" or "column". The spreadsheet example (above) helps to illustrate this concept visually by placing an "x" to represent the values being placed in the "basket/column".

Since a total calculation is the SUM of the column, values to be subtracted must be "flagged" for subtraction. This represented on the spreadsheet with a "yes" in the "Subtract (Y/N)" column, and by a "-x" in the Update Total columns.

### *Re-Using a Column*

To re-use a column, make the sum of that column equal to zero:

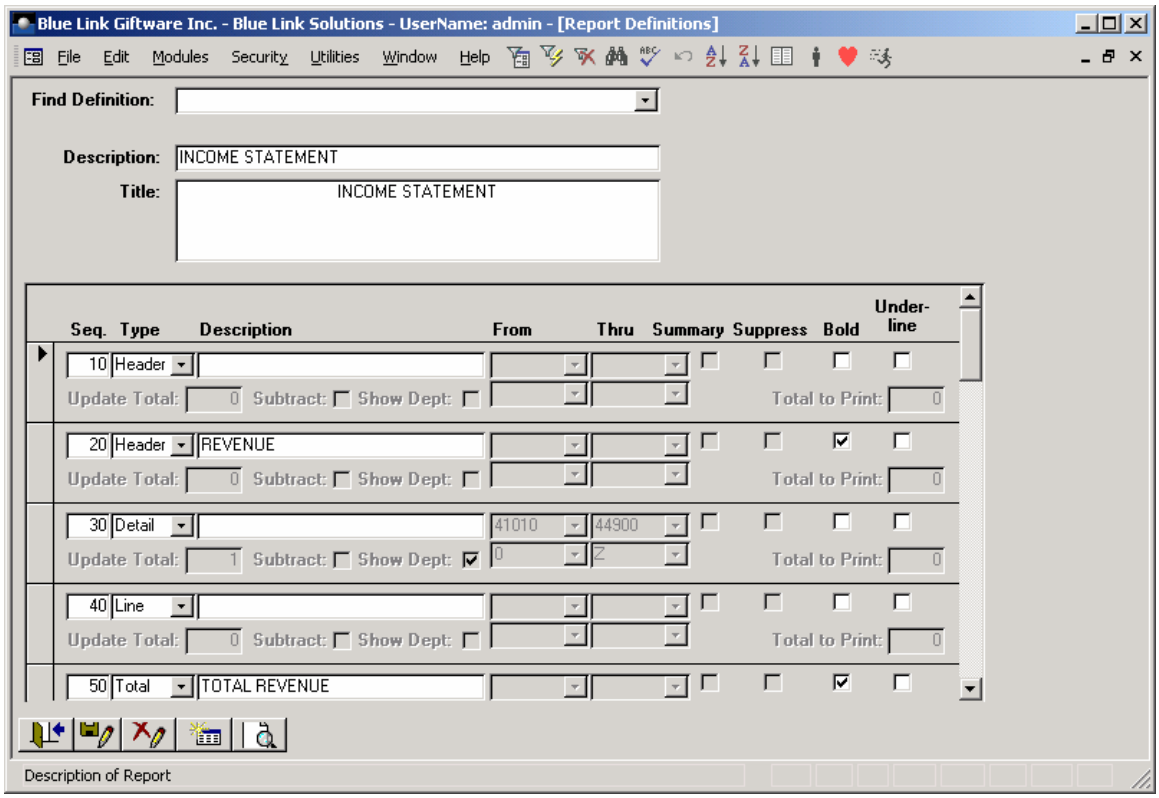
take the total of that column
suppress the value (so it doesn't print on the report)
place the result of that total in the same column
flag it to be subtracted

The spreadsheet illustrated previously reused columns 1, 2 and 3 using this technique.

### *The Report Definitions Screen in Solutions*

Once you've defined the structure of your report in Excel, it's easy to transfer that information to the Solutions Report Definitions screen.

To begin, enter the name of the report you are about to define in the "Description" box. To recall a previously defined report, select it from the "Find Definition" box. To create a new report, click the "new" button at the bottom of the screen.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Report Definitions]
File Edit Modules Security Utilities Window Help
Find Definition:
Description: INCOME STATEMENT
Title: INCOME STATEMENT
Seq. Type Description From Thru Summary Suppress Bold Under-line
10 Header
Update Total: 0 Subtract: Show Dept: Total to Print: 0
20 Header REVENUE
Update Total: 0 Subtract: Show Dept: Total to Print: 0
30 Detail 41010 44900
Update Total: 1 Subtract: Show Dept: 0 Z Total to Print: 0
40 Line
Update Total: 0 Subtract: Show Dept: Total to Print: 0
50 Total TOTAL REVENUE
Description of Report

The "header" section of the screen (the top part) is where you define the name of the report and the description you want to appear on the statement, the detail section (the bottom part) is where you define the individual lines that will appear on the statement.

## Headers

To define a financial statement format, enter a name in the "Description" field. This name should be meaningful to you, as it is the name you will use when selecting this report format for printing (or for modifying on this screen). An example description would be "Detailed Profit and Loss Statement".

Then enter a title in the next field. Titles may be very long, and will print at the top of each report, under your company name. The title is automatically centered on the screen and on the report. To force a new line when entering the title, press Ctrl-Enter (hold down the "Ctrl" key and press the "Enter" key).

To recall an existing definition to the screen, in order to modify it, use the combo box labeled "Find Definition".

## Details

Before entering details, you should have a good idea of the required layout of your financial statement. It is recommended that you draft a sample layout using a spreadsheet (or pen and paper). Then label each line or group of lines by type according to the "Type" field as described below. Then give each line or group a sequence number, starting at 10 and incrementing by 10.

For example, a simple statement of Gross Profit might appear as follows:

| | Type | Sequence |
|---|---|---|
| **SALES** | Detail | 10 |
| | Header | 20 |

| | | | |
|---|---|---|---|
| **Less: COST OF SALES** | Header | | 30 |
| Inventory<br>Freight<br>Duty | Detail | } | 40 |
| **TOTAL COST OF SALES** | Total | | 50 |
| **GROSS PROFIT** | Total | | 60 |

Although the above example may not be clear on first reading, we suggest you refer back to it after you have read the remainder of this section.
The fields to be defined for detail items are:

**Seq.** A unique sequence number, which determines the order in which the lines will print. Sequence numbers are auto-incremented by 10. To insert a line, simply change its number to one between two existing numbers.

**Type** There are 5 types:
- ?? Header: prints the contents of the *Description* field only.
- ?? Detail: prints and/or accumulates actual General Ledger account values
- ?? Total: prints only an accumulated total
- ?? Line: prints an underline in each of the dollar value columns (subtotal and total lines)
- ?? Page Break: forces the next line to print on a new page

**Description** For header and totals, this description will print on the report. For detail lines, this description will print only if the *Summary* check box is checked (see later). *Hint:* to define a blank line, create a heading but leave the description blank.

**G/L Accounts From/Thru** For detail lines only: select the range of G/L accounts to be included in the detail line.

**Summary** For detail lines only: if this is checked, then the range of G/L Accounts will be summarized into one amount, and only that one amount will print next to the Description. If this is not checked, each G/L account in the range will be printed on a separate line.

**Suppress** If Summary is checked, then you may check this box to prevent the line from printing. Use this option if you wish to summarize 2 or more non-consecutive ranges of G/L accounts into one total.

**Bold** Check if you want the entire line printed in boldface.

**Underline** Check if you want the entire line underlined.

**Print Total** For Total lines only: select the total level (1 through 9) that you wish to print.

*Hint:* if you have a complex report, and need to track a large number of totals if you wish to zero out a total level in order to re-use it, enter a type "Total", check both Summarize and Suppress, select the total level you wish to zero in both the Update Total and Total to Print fields, and check the Subtract check box.

**Update Total**

There are 9 total "levels", numbered 1 through 9. If you enter a number other than zero here, the amount of this line will be added to the specified total level. You may add either detail lines or totals to total levels.

Think of these total levels as invisible columns. If, for example, you enter 5 as the Update Total for a detail or total line, the value of that line will be added to invisible "column" number 5 (or subtracted from it if you checked the Subtract box). When you print a total line, if you enter number 5 as the Total to Print, the accumulated amount in to invisible "column" number 5 will be printed.

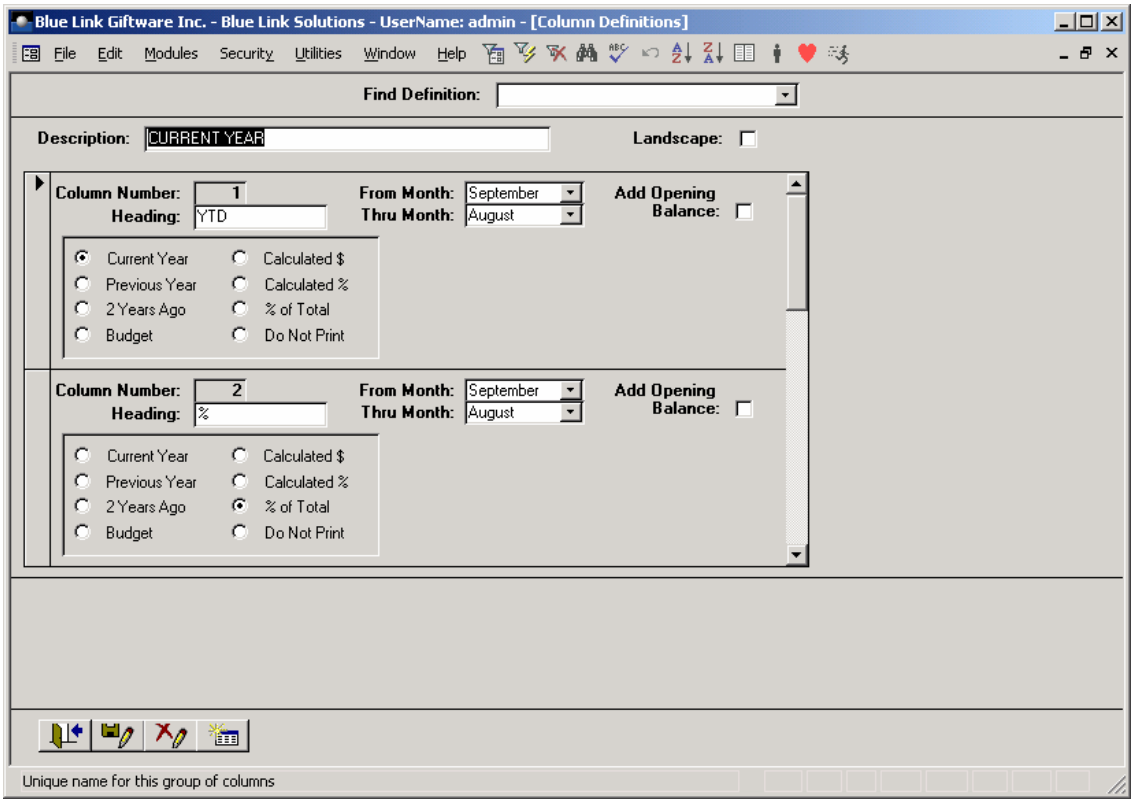
**Subtract**

If this is checked, the amount will be subtracted from the total level, rather than added to it.

## 7.13.3 COLUMN DEFINITIONS

The following is the window that will appear when you choose the above. You will then be able to choose different types of data for different columns depending on your specific requirements at the time of printing.

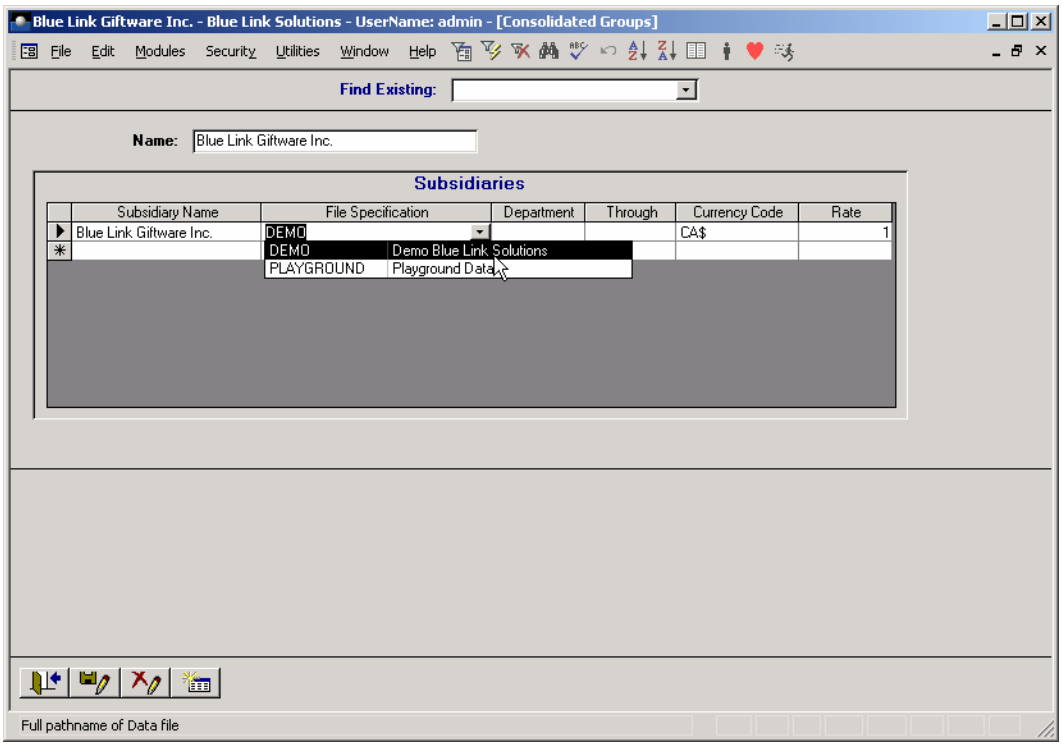
The following is an example of the types of definitions that can be used for different columns:




As you can observe from the above, you will be able to define each column very specifically.

## 7.13.4 GROUP DEFINITIONS

The following is the window that you will observe when you select the above:




This window will allow you to group various companies into one Financial Report. You are able to choose the company, its associated file, and the departments to include. You must do this before you run your fist financial statement.

**Subsidiary Name**
This is the name of the file which you will refer to when generating your financial statements.

**File Specification**
This is a selection of the various databases that you have entered into your config.mdb file.

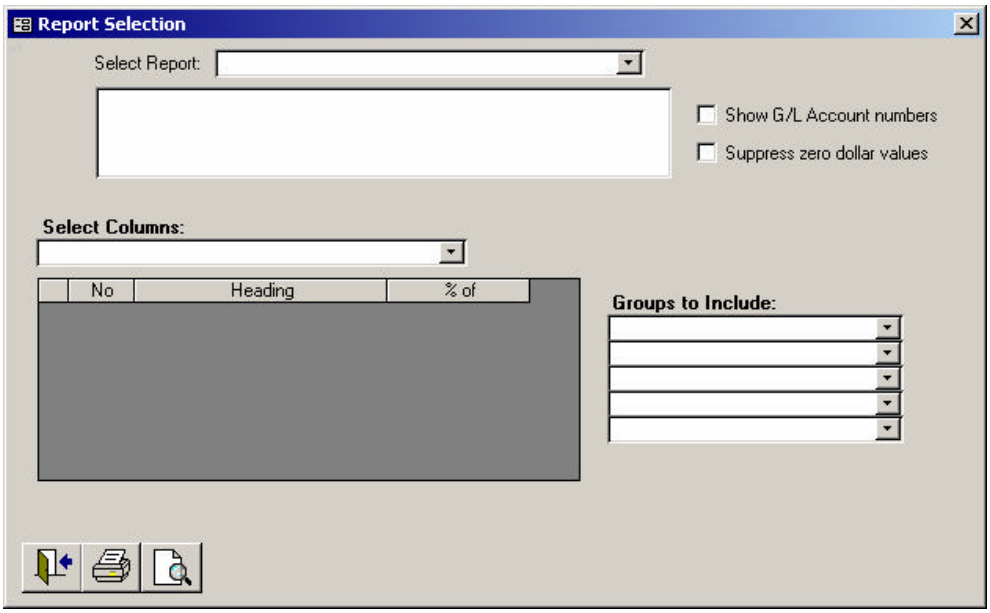
**Department Through**
If you want to filter for a certain department you may do so here. (Optional)

**Currency Code**
Select the currency that this company is valued in.

**Rate**
You may adjust the exchange rate, which was defaulted from the System Interface.

## 7.13.5 PRINT REPORT

To print a report, or preview it on screen, you enter the appropriate selections on the following screen:




**Select Report**
Select the Report that you have defined on the previous screens.

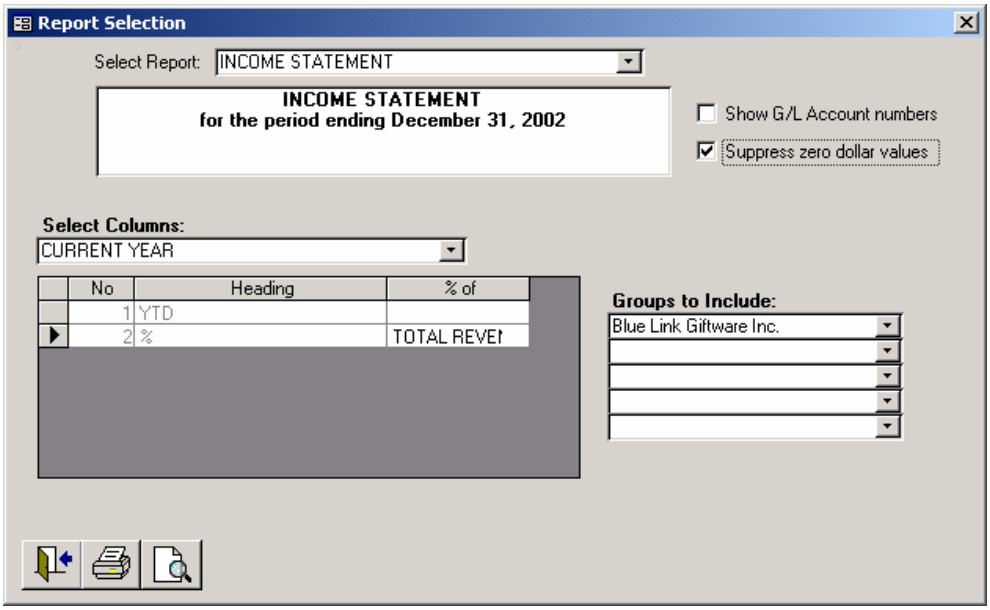
**Select Columns**
Select the Columns that you have defined on the Column Definitions Screen.

**Groups to Include**
This is where you select the groups that you have created in the Group Definitions Screen.

**Show G/L Account Numbers**
If you wish for the GL account numbers to print on the financial statements beside the account names then select this box.

**Suppress Zero Dollar Values**
If this box is selected and the amount of the account comes to zero, it will not print.

The following is an example of what the screen would look like once you have chosen your parameters:




**% of**

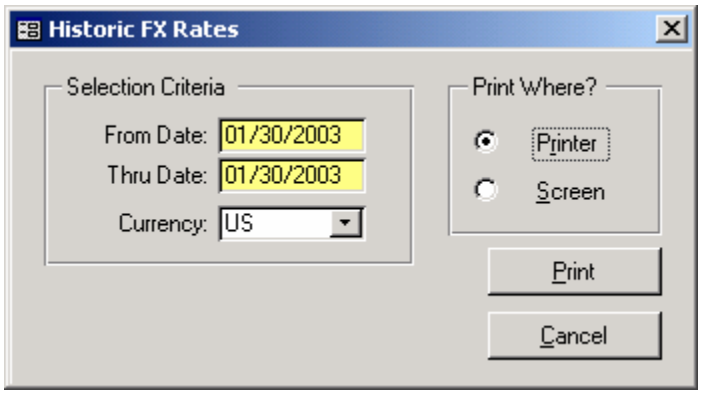
During the column definition stage of designing your custom financial report, you had the opportunity to specify a column to be a "% of" calculation.

That column will be one of the columns listed under the select columns heading of this screen. Click in the % of field for that column, and select the report definition total desired.

| | |
|---|---|
| Example: | This feature is most often used to show income and expenses as a percentage of gross profit or net income. Since these values are defined on the report definition screen, not the column definition screen, it is necessary to associate the two on the print selection screen. |

# 7.14 Print Historic FX Rates

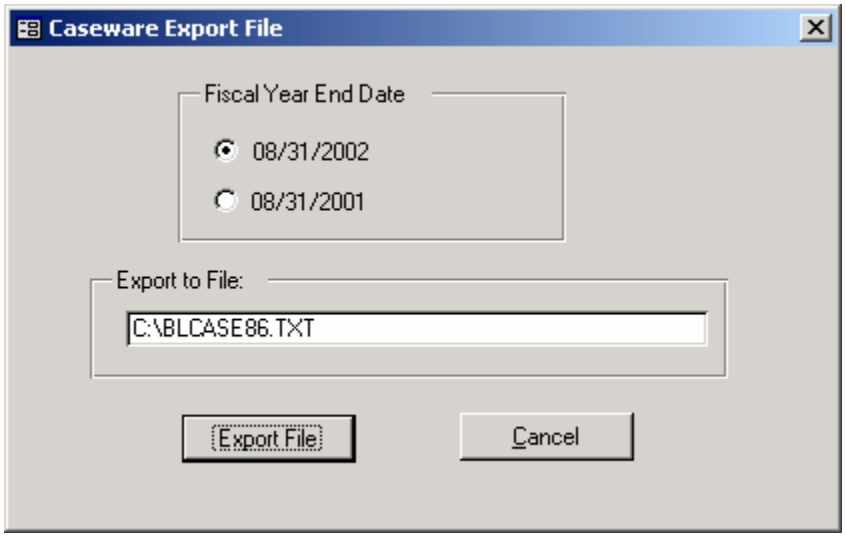
This report allows you to view what the historic rates were if they were changed in the system interface. It shows the original rate, the new rate, who changed it, and the date that it was changed, for the date range selected.



# 7.15 Caseware™ Export

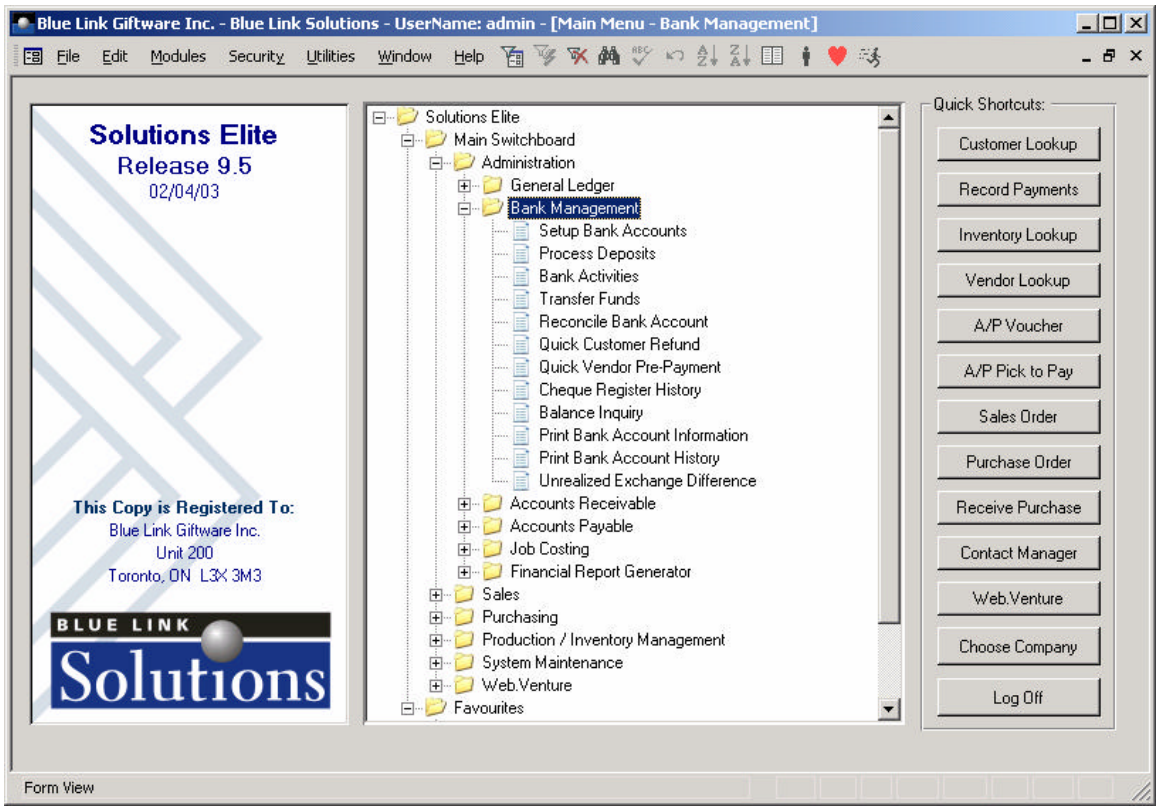
This utility allows you to export a text file which can then be uploaded into Caseware™.

You may specify the current fiscal year end period or the year previous. You may also specify the name and location of the text file. This procedure may take a number of minutes.



# 8: Multiple Currencies

Blue Link Solutions is a multi-currency product, as such all transactions are recorded in both their native currency, and in the local currency. The integrity of the General Ledger is maintained by recording all transactions in the "Home" currency with the exception of foreign bank balances which are recorded in their respective currencies, and adjusted to Home currency values with the Exchange Difference account.




Currency codes, names and rates are defined through **System Maintenance | System Master Lists | Currencies / Departments / Payment Methods.**

Currencies

| Code | Description | Rate | Symbol | Display Name | Display Name 2 |
|---|---|---|---|---|---|
| CA$ | Canadian Dollar | 1.00000 | CAD | DOLLARS | CENTS |
| LR | UK LIRA | 2.20000 | £ | LIRA | PENNIES |
| R | South African Rand | 0.17050 | R | | |
| US | US Dollar | 1.50000 | US$ | DOLLARS | CENTS |
| | | 1.00000 | | | |

# 8.1 Setup Notes

When configuring Blue Link Solutions for multiple currencies, there are a few issues you should take into account:

1. Bank accounts, customers and vendors are permanently assigned to a specific currency creation, and may not be changed. Therefore, if you inadvertently set up a customer under the wrong currency, you will have to delete that customer and re-enter a new customer record under the correct currency.

2. Payments from customers may only be recorded in a bank account of the same currency, and payments to vendors may only be made out of a bank account of the same currency.

| Note: | There is a way to handle payments actually made out of bank accounts or put into bank accounts of different currencies, see Section 8.5 – Bank Transactions in Different Currencies. |
|---|---|

3. When initially configuring Blue Link Solutions, you defined the "Home" (local) currency under which you operate your books (typically Canadian or US dollars). The home currency *always* has an exchange rate of 1.0.

4. All General Ledger accounts are maintained in the Home currency, with the exception of bank accounts. The bank accounts are maintained in foreign currencies. Such bank accounts are represented in the General Ledger in their own currency, with an associated General Ledger account (Exchange Difference) which tracks the **unrealized** exchange gain or loss difference between the value in this General Ledger account and the Home currency equivalent.

# 8.2 Transaction Posting

This section explains the postings which take place when foreign currency transactions are processed in Blue Link Solutions. To illustrate the postings, a series of accounts receivable transactions are used, but note that accounts payable transactions in foreign currencies yield similar results.

## 8.2.1 Recording Invoices to Customers in Foreign Currencies

When posting an invoice (either through the Sale Order module or as an Accounts Receivable Voucher), the transaction is posted as follows:

1. The accounts receivable sub-ledger is updated in the customer's native currency.

2. Postings to the General Ledger are made in the Home currency.

3. At this time, no exchange difference is recorded.

| Note: | All screens in Blue Link Solutions that give you the option to modify the exchange rate start by setting the rate to the default as specified in the system interface, but may be overridden for the specific transaction. |
|---|---|

### *EXAMPLE*

You record an invoice for US$100.00 to a customer set up in your books as a US$ customer. The exchange rate in the currency file at the time you process the transaction is: $1 US equals $1.54 CA.

The amount posted to the customer's account in the Accounts Receivable sub ledger is $100.00 US.

The posting to the General Ledger is:

| Account | Debit | Credit |
|---|---|---|
| Accounts Receivable | CA$154.00 | |
| (the appropriate sales account) | | CA$154.00 |

## 8.2.2 Recording Payments from Customers in Foreign Currencies

When recording a payment from a customer in a foreign currency, the transaction is posted as follows:

The accounts receivable sub-ledger is updated in the customer's native currency.

Postings to the General Ledger are made in Home currency, except that any exchange difference is recognized based on the difference between the amount received in native currency and the equivalent amount in Home currency.

***EXAMPLE***

A payment is subsequently received for the US$100.00.

The amount posted to the customer's account in the accounts receivable sub-ledger is once again a payment of US$100.00, leaving a remaining balance of zero.

Similarly, the amount posted to the US$ bank account (via the Deposit Clearing account) is US$100.00.

The General Ledger posting is as follows:

| Account | Debit | Credit |
|---|---|---|
| Deposit Clearing | CA$100.00 | |
| Exchange Difference | CA$ 54.00 | |
| Accounts Receivable | | CA$154.00 |

The exchange rate at the time the payment is received does not affect the transaction. (When a customer who owes you $100.00 US pays you $100.00 US, no exchange transaction takes place).

### 8.2.3 TRANSFERRING FUNDS BETWEEN BANK ACCOUNTS IN DIFFERENT CURRENCIES

The Cheque Register option to transfer funds between accounts may be used to record transfers of funds between accounts of different currencies. When you use this program, each bank account's balance in the cheque register module is updated in its own currency. The General Ledger postings are:

1. Each bank account is debited or credited in its own currency equivalent amount.

2. The exchange difference account is debited or credited with the difference.

For example, if you transfer US$100.00 out of a US$ bank account into a CA$ bank account at a time when the exchange rate is US$1 equals CA$1.56, then the entries made in the General Ledger are as follows:

| Account | Debit | Credit |
|---|---|---|
| CA$ Bank Account | CA$156.00 | |
| US$ Bank Account | | US$100.00 |
| Exchange Difference | | CA$ 56.00 |

At this stage the $54.00 is an unrealized exchange gain. If you subsequently transfer the funds back into the US$ account and the rate has changed, this account will retain the realized exchange gain or loss.

# 8.3 Reconciling the Exchange Difference Account

As amounts are posted to the debit and credit of the exchange difference account, some of these amounts represent unrealized gains or losses on exchange, while others represent realized gains or losses on exchange.

In order to perform the necessary analysis **to update this account at fiscal year end (or other reporting periods)**, it is necessary to understand the nature of the exchange difference account.

The exchange difference account, in this case, **is intended to primarily be used for unrealized exchange gains or losses**, **and is intended to give an approximate value, in Home currency, of your foreign currency bank accounts**. This is achieved by simply adding the General Ledger balances of those foreign currency bank accounts to the balance on the exchange difference account.

For purposes of recognizing realized exchange gains or losses at a reporting period end, perform the following steps:

1. Add up the values of the foreign currency bank accounts as stated in the General Ledger (call this total A)

2. Recalculate these amounts in CA$ (or other Home currency) at the current exchange rate (call this total B)

3. The difference between A and B is your current unrealized exchange gain or loss (call this C)

4. Adjust the balance on your exchange difference account to the value of C, by adjusting the difference against an exchange gain/loss account that is located amongst the revenue or expense accounts in your General Ledger.

# 8.4 Revaluation Report

A report has been designed to assist in this process. In Accounts Receivable and Accounts Payable, print the Aging report and choose the Retroactive Listing Report.

The Retroactive Listing Report, which can be printed in summary or in detail, prints information detailing Invoice Date, Remaining Amount, Description, Terms Type and Age in days as of the date entered in the date field of the selection screen. You cannot, however, view information on invoices in the system for a date prior to having purged data (if you have purged any data).

You may also print a currency Revaluation Report, which may be very useful to revalue any foreign currencies to the current value for Fiscal Year End Statement purposes. At Year End for adjustments, use the Reversing Journal Entry program.

The Currency Revaluation Report may be run by selecting the Retroactive Listing Report in summary (uncheck the **Detail** box), selecting the date, customer code range, currency and by checking the **Revalue** box. This report shows (with one line per customer) the customer code and name, the amount in the foreign currency, the value in Home currency dollars of the original transaction and the value in Home currency dollars revalued to the current rate. The revalue amount is the difference between the current value and the original value.

**The Entry?**
If you would like to record the entry based on the information from these reports then it is suggested that you use an unrealized gain or loss account and offset it against a revaluation account for AR or AP. Then reverse this entry at the beginning of the next month as this is unrealized.

For example:

You are a Canadian company with one outstanding US receivable. The invoice was for $1000.00 US which was valued at $1500 CA$ at the time of posting. At the end of the reporting period the customer has not yet paid and the exchange rate has moved to 1.6000. You want to reflect this exchange revaluation. By printing the Accounts Receivable revaluation report, it tells you that there is a $100 difference.

The entry would be similar to this:

| Account | Debit | Credit |
|---|---|---|
| Accounts Receivable Revaluation | $100 | |
| Unrealized Gain or Loss on Foreign Exchange | | $100 |

Then reverse this entry by the beginning of the following month.

The reason that you do not affect the Accounts Receivable account is that it is a control account and this will cause the control account to go out of balance with the sub ledger.

| Tip: | In the set up of your financial statements you may want to group the Accounts Receivable account and the AR Revaluation account together so that one number appears on the financial statements. |
|---|---|

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the “Print” button to send it to the printer or the screen or the “Cancel” button to cancel the request.

# 8.5 Bank Transactions in Different Currencies

As mentioned earlier in this document, Blue Link Solutions requires that payments in a specific currency are recorded from a bank account of the same currency, and similarly payments received in a specific currency must be deposited to a bank account maintained in that currency.

**How to issue foreign currency payments when you only have a local currency bank account**
Here is how to make a payment in US$ out of a CA$ bank account, when you don't actually have a real US$ bank account:

Create a "dummy" bank account designated as a US$ bank account.
Issue the payment to the vendor from the "dummy" US$ bank account you just created (instead of recording it as a payment out of your regular CA$ bank account).
This makes sense since, at the time you write the cheque, you do not know what the CA$ equivalent of your US$100 cheque will be. Typically you will only find out the CA$ amount when you receive your bank statement.
When you find out the CA$ equivalent, process a transfer between accounts (as described above), recording the actual amount of Canadian funds transferred out of the CA$ bank account, and the $100 transferred into the US$ banking account.
The unrealized exchange gain or loss at this stage is automatically recorded as discussed in Section 8.2.3 - Transferring Funds between Bank Accounts in Different Currencies.

If you use this method, and typically only find out the CA$ value of US$ payments from your bank statement, perform the following steps before starting your bank reconciliation:

1. **Examine** your US$ bank account on the bank reconciliation screen. Locate each transaction listed there on the bank statement, and then process the transfer in each case.
2. "**Reconcile**" the US$ bank account by filling in the necessary amounts to make the reconciliation balance, and clicking on the Reconcile button.
3. **Process** your bank reconciliation as usual.

# 8.6 Conversion from a Previous System

When configuring your beginning balances in Blue Link Solutions, if you are recording beginning balances on unpaid receivables or payables in foreign currencies, note the following:

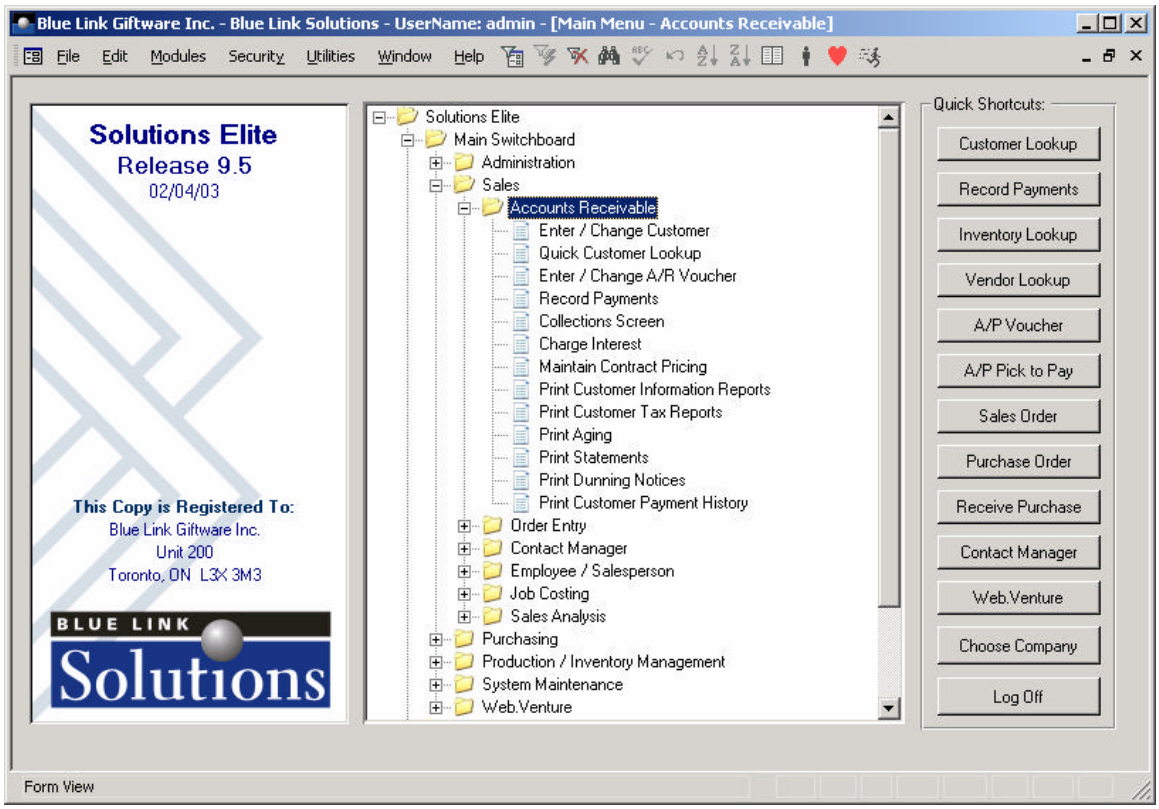
> As you enter the beginning balance transactions for each customer and vendor, it is important to use the exchange rate prevalent at the time of the transaction and not the current exchange rate. This is easy to accomplish if you have the exchange rate handy, as you are able to override the exchange rate on any transaction screen.

This ensures that when you record payments against these invoices, the appropriate exchange difference is realized.

# 9: Accounts Receivable

The **Accounts Receivable** module allows you to enter, change, or print your customer information, A/R vouchers and more. To use the Accounts Receivable module, you must have already completed the configuration of the System Interface. For a complete list of what needs to be set up before using the Accounts Receivable Module, see **Chapter 4 – Getting Started**.

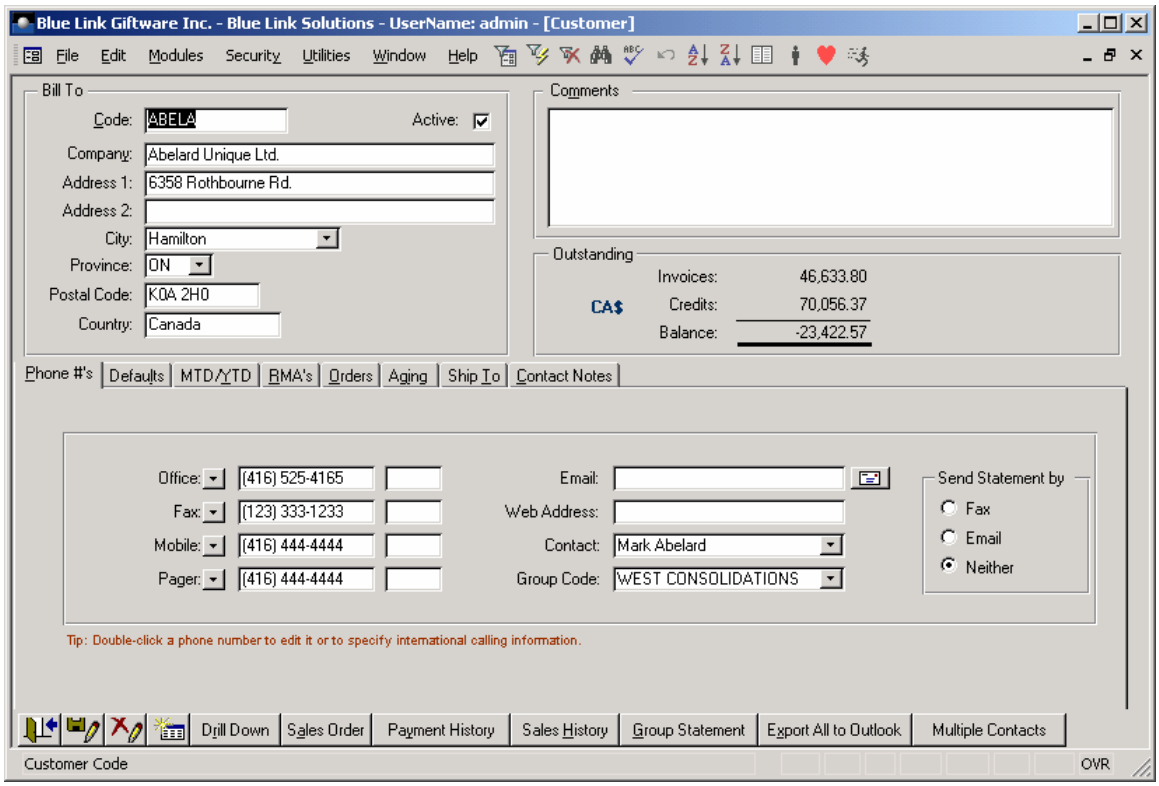
Access Accounts Receivable through **Administration | Accounts Receivable**.




The Accounts Receivable Module records all information about Customers, and provides this information to other Solutions Modules as required.

# 9.1 Enter/Change Customer Information

Use this function when you begin selling to a new customer, or if there is a change in the customer name, address, telephone number, or your customer's contact information. This function is also used to assign tax authorities for payment of sales tax liabilities.




## 9.1.1 General Customer Information

**Code (Required)**
The Customer Code is used to uniquely identify the customer within Solutions. This code can use a maximum of 10 alphanumeric characters.

**Company (Required)**
The actual customer name. This is a 30 character alphanumeric field. Once the record is saved you may lookup the customer by the customer name field.

**Address 1**
The first of 2 address lines. This is a 25 character alphanumeric field.

**Address 2**
The second of 2 address lines. This can be a second address or simply a suite number. This is a 25 character alphanumeric field.

**City**
The customer's city. This is a 15 character alphanumeric field.

**Province/State/County**
This field label and size depends on the Regional Settings that you have selected..

**Postal Code/Zip Code**
This field label and size depends on the Regional Settings that you have selected..

**Country**
The customer's country.

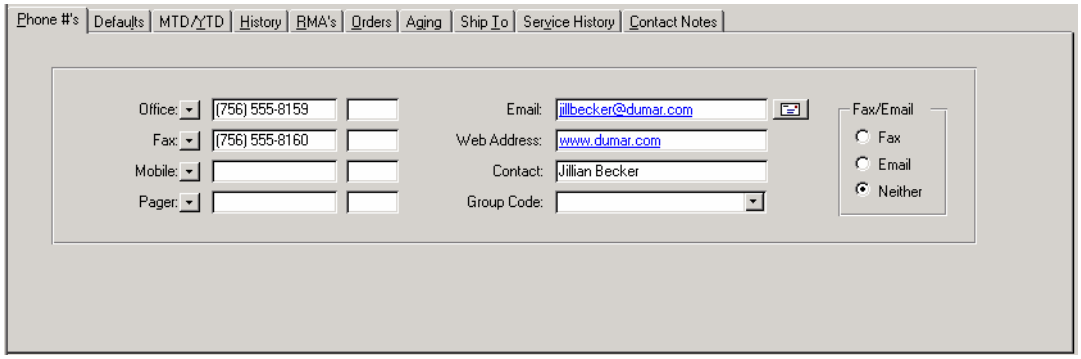
**Comments**
Enter any comments you wish to retain with this record. There is no practical limit on this field. To insert new lines, begin typing and the text will word wrap to the next line if needed. To force the text to a new line use <Ctrl+Enter>.

**Outstanding (Invoices, Credits and Balance)**
This information is filled in automatically by the system.

**Active Flag**
Uncheck this flag if this customer is no longer an active customer. This customer record will not appear in any pick lists. This flag is defaulted as checked on.

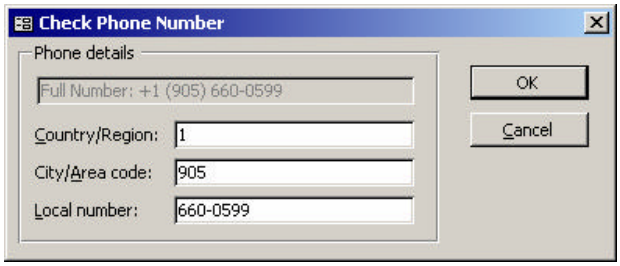
## 9.1.2 PHONE NUMBERS/INTERNET ADDRESSES

Clicking the list button allows you to select different field names if you wish to change them from the defaults. The choices are:




### *Check Phone Number*

Upon entering the customer's phone number, if the number of digits is not recognized as a North American phone number, the following "Check Phone Number" form will appear. This allows for formatting of international phone numbers.




**Office**
The customer's office number and extension.

**Fax**
The customer's fax number and extension.

**Mobile**
The customer's mobile number and.

**Pager**
The customer's pager number and extension.

**Email**
The customer's Email address. The text will turn blue.

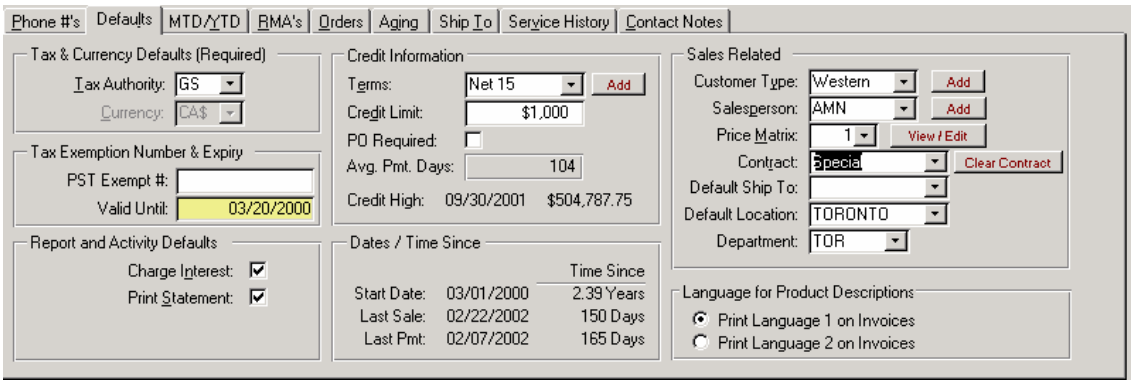
**Email Button**
Click this button to start your Email program and send an Email directly from Blue Link Solutions.

**Web Address**
The customer's web address. You do not need to type in the "http://" in front of it. It is a hyperlink field. If you click on it, your dial-up networking program will start in order to go directly to the customer's web site on the Internet.

**Group Code** ✍
This is an Elite feature. If the customer is part of a group of customers for whom you wish to print consolidated statements, enter the name of the group of customers in this field.

**Fax/Email /Neither** ✍
This is an Elite feature. Select either fax or email for this customer. If you choose the fax/email option when producing batches of Accounts Receivable Statements or Order Entry Invoices the appropriate format for this customer will be produced. Note: Outlook Integration needs to be set up for this function to be available. See Chapter 6 System Maintenance for details.

## 9.1.3 DEFAULTS




### *Tax and Currency Defaults*

**Tax Authority**
You must enter the tax authorities for this customer. You must already have entered at least one tax authority in **Enter Tax Authorities** before filling in this field.

**Currency**
Enter the currency the customer will use for transactions. The default setting is your home currency code. **Note:** Once a currency is saved for a customer it can never be changed. If a customer you deal with is billed in two or more currencies, you must set up a new customer code for each currency. If you set the customer up initially with the wrong currency, you must delete them and add them in again.

**PST Exempt #**
Enter the Customer's PST Exemption number in this field, to ensure that they are not charged PST.

**Valid Until**
Enter the Customer's PST Exemption expiry date in this field. This is used for reporting purposes only. When a customer is originally set-up the current date is defaulted.

## *Report and Activity Defaults*

**Charge Interest**
If you want this customer to be charged interest on past due invoices at the rate set in **System Maintenance | System Master,** check this field; otherwise uncheck this field. This field is checked by default.

**Keep Invoices in History**
If you want your customer invoices to be added to the invoice history file after posting, check this field, otherwise leave this field blank. This field is checked by default.

**Print Statement**
Check this field if this is a customer to be sent a statement. This field is checked by default.

## *Credit Information*

**Terms**
Enter the terms of payment here, chosen from the terms menu. The payment terms entered here will appear as a default entry when creating vouchers and sales orders.

Click the "Add" button to add a term that is not currently available.

**Credit Limit**
Enter the customer's credit limit. If you use the credit warning (**System Maintenance | Data Entry & Other Defaults**) you will be alerted when entering a sales order if the customer is going over their limit.

**PO Required**
If you or the customer requires that a Purchase Order number is required then check this flag. When entering an order in Order Entry you will not be able to process the order without first entering a PO number.

**Avg. Pmt. Days**
Calculated are and maintained by the system. This will indicate the average number of payment days based on the specific customer's payment history.

**Credit High**
Calculated and maintained by the system. This is the date that the customer attained their highest credit level, and the amount of the highest credit.

## *Dates / Time Since*

**Start Date**
The date you entered this customer into the system.

**Last Sale**
Last invoice creation date.

**Last Payment**
The last payment date.

## *Sales Related*

**Customer Type**
This is a 15 character alphanumeric field used as an additional means of grouping customers for reports. For example, you might want to group all of your charge customers, or all of your customers who are resellers, into a single report. Use this field to designate such a group. A class must be entered in order for this customer to be printed on the customer list in **Customer Information Reports**.

**Salesperson**
Enter the salesperson that this customer belongs to. This salesperson will be the default for sales orders created for this customer.

**Price Matrix**
The price level (number between 0-9) indicates the level of discounting you offer to a particular customer. In Blue Link Solutions, this is a flexible way to set up a multi-tiered discount structure. The discount is set up in **Enter Price Matrix** or as a part of the inventory item entry. The default entry, level 0, is the base price for the inventory item. See **Using A Price Matrix**.

**Contract** ✍
This is an Elite feature. See Chapter 18 for details.

**Default Ship To**
Of your multiple ship to addresses created for this customer, which one do you want to be defaulted when creating a sales order.

**Default Location**
Select the warehouse which this customer will most likely be serviced from. This can be changed at the time the sales order is created.

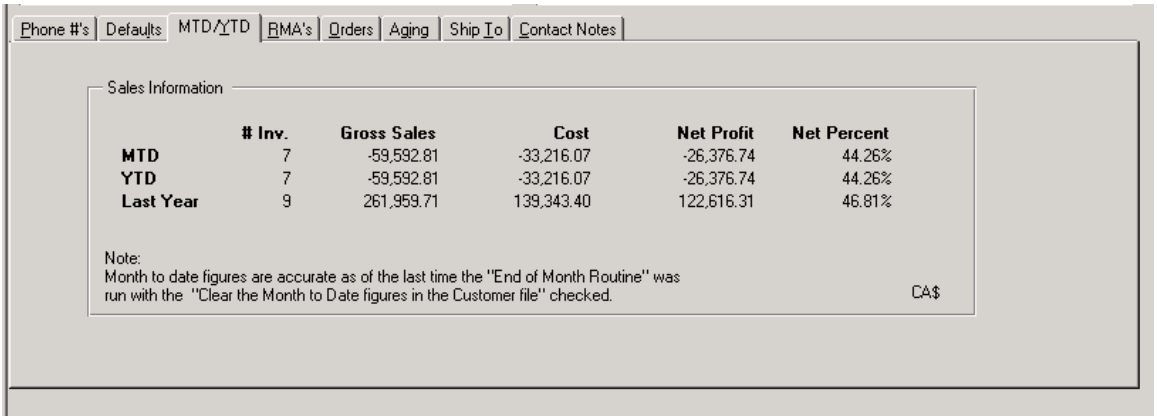
**Department**
If you are using a departmentalized General Ledger you may want to select the default department this customer belongs to. This department will be the default on the Sales Order, which will post to the GL if you have set up the System Interface to do so. Otherwise it will be used for a departmentalized aging.

### Language for Product Descriptions

These choices will allow you to print either the default language or the second language located in the Inventory Description fields, on the Enter/Change Inventory Screen.

**Add Buttons**
Scattered in the customer screen you will see **Add** buttons next to certain fields. By pressing these buttons, you will be able to add items such as Terms and customer classes on the fly.

## 9.1.4 MTD/YTD




The MTD/YTD information is updated as transactions are posted. These values are *not* calculated values. MTD values are only as accurate as the last time you reset these values to zero through the month-end routine.

**# of Invoices**
The number of invoices this customer has generated in a specific month.

**Gross Sales**
The total sales for this customer; amounts are kept for each month, year-to-date, and total for last year.

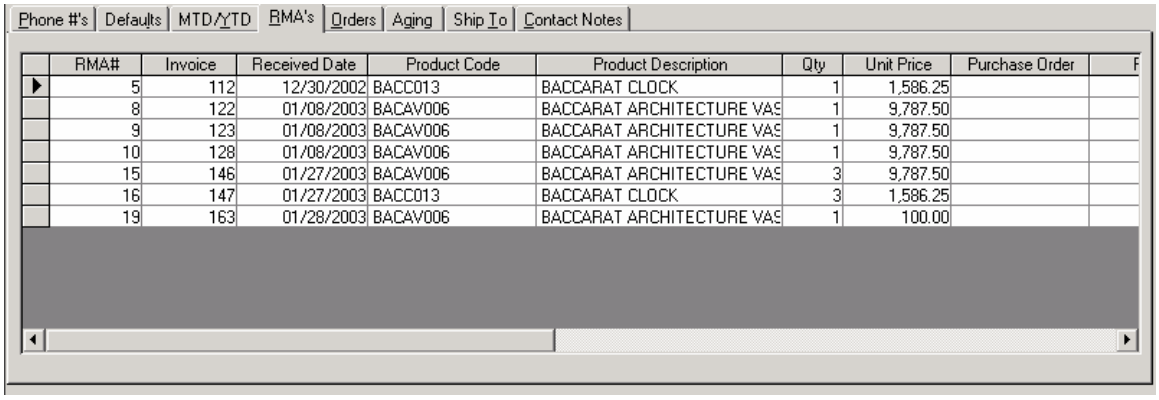
**Cost**
The Cost of Goods Sold for this customer; amounts are kept for the month, year-to-date, and total for last year.

**Net Profit**
The net profit for the goods sold.

**Net Percent**
The net sales percentage or mark-up, calculated automatically after **Net** is entered. Amounts are kept for the month, year to date, and total for last year.

## 9.1.5 RMA's

This is an Elite feature. This screen shows the RMA information for any processed RMA's. The information shown includes: the invoice number, date received, product code, product description, quantity, unit price, purchase order, reason and comments.



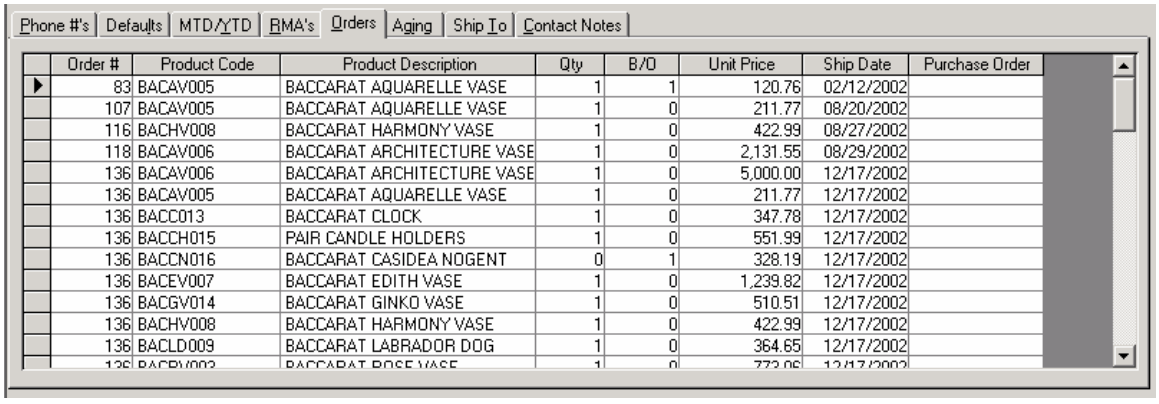

| RMA# | Invoice | Received Date | Product Code | Product Description | Qty | Unit Price | Purchase Order |
|---|---|---|---|---|---|---|---|
| 5 | 112 | 12/30/2002 | BACC013 | BACCARAT CLOCK | 1 | 1,586.25 | |
| 8 | 122 | 01/08/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | 9,787.50 | |
| 9 | 123 | 01/08/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | 9,787.50 | |
| 10 | 128 | 01/08/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | 9,787.50 | |
| 15 | 146 | 01/27/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 3 | 9,787.50 | |
| 16 | 147 | 01/27/2003 | BACC013 | BACCARAT CLOCK | 3 | 1,586.25 | |
| 19 | 163 | 01/28/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | 100.00 | |

All items are listed in reverse date order.

The details on this screen can be sorted so that they display in ascending or descending order based on any of the transaction fields. To do so, put the cursor in field that you want to sort by (Reason, for example). Then click on one either the "Sort Ascending" or "Sort Descending" buttons. (These are located on the menu bar at the top of the screen).

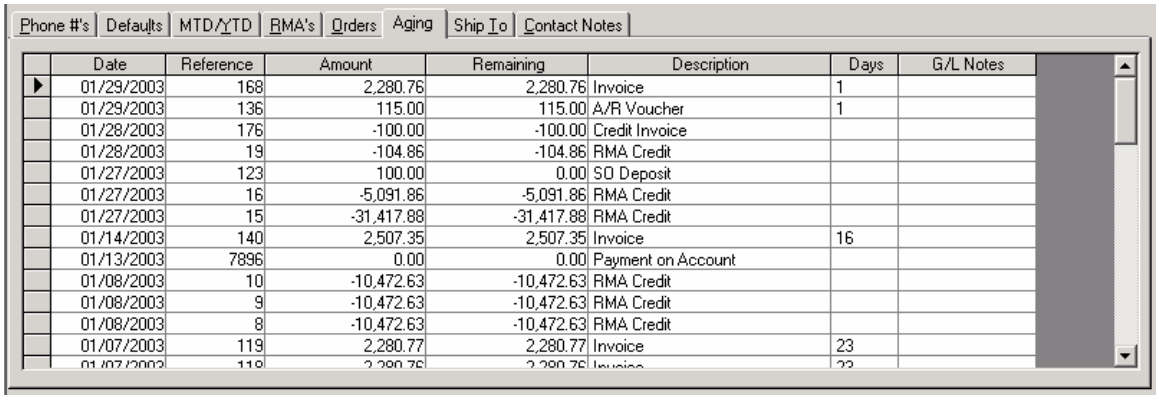
## 9.1.6 Orders

This screen shows the sales orders currently open for this customer, detailing the order number, product code, product description, order quantity, B/O quantity, unit price, ship date and purchase order number.




| Order # | Product Code | Product Description | Qty | B/O | Unit Price | Ship Date | Purchase Order |
|---|---|---|---|---|---|---|---|
| 83 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | 1 | 120.76 | 02/12/2002 | |
| 107 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | 0 | 211.77 | 08/20/2002 | |
| 116 | BACHV008 | BACCARAT HARMONY VASE | 1 | 0 | 422.99 | 08/27/2002 | |
| 118 | BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | 0 | 2,131.55 | 08/29/2002 | |
| 136 | BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | 0 | 5,000.00 | 12/17/2002 | |
| 136 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | 0 | 211.77 | 12/17/2002 | |
| 136 | BACC013 | BACCARAT CLOCK | 1 | 0 | 347.78 | 12/17/2002 | |
| 136 | BACCH015 | PAIR CANDLE HOLDERS | 1 | 0 | 551.99 | 12/17/2002 | |
| 136 | BACCN016 | BACCARAT CASIDEA NOGENT | 0 | 1 | 328.19 | 12/17/2002 | |
| 136 | BACEV007 | BACCARAT EDITH VASE | 1 | 0 | 1,239.82 | 12/17/2002 | |
| 136 | BACGV014 | BACCARAT GINKO VASE | 1 | 0 | 510.51 | 12/17/2002 | |
| 136 | BACHV008 | BACCARAT HARMONY VASE | 1 | 0 | 422.99 | 12/17/2002 | |
| 136 | BACLD009 | BACCARAT LABRADOR DOG | 1 | 0 | 364.65 | 12/17/2002 | |

## 9.1.7 AGING




| Date | Reference | Amount | Remaining | Description | Days | G/L Notes |
|---|---|---|---|---|---|---|
| 01/29/2003 | 168 | 2,280.76 | 2,280.76 | Invoice | 1 | |
| 01/29/2003 | 136 | 115.00 | 115.00 | A/R Voucher | 1 | |
| 01/28/2003 | 176 | -100.00 | -100.00 | Credit Invoice | | |
| 01/28/2003 | 19 | -104.86 | -104.86 | RMA Credit | | |
| 01/27/2003 | 123 | 100.00 | 0.00 | SO Deposit | | |
| 01/27/2003 | 16 | -5,091.86 | -5,091.86 | RMA Credit | | |
| 01/27/2003 | 15 | -31,417.88 | -31,417.88 | RMA Credit | | |
| 01/14/2003 | 140 | 2,507.35 | 2,507.35 | Invoice | 16 | |
| 01/13/2003 | 7896 | 0.00 | 0.00 | Payment on Account | | |
| 01/08/2003 | 10 | -10,472.63 | -10,472.63 | RMA Credit | | |
| 01/08/2003 | 9 | -10,472.63 | -10,472.63 | RMA Credit | | |
| 01/08/2003 | 8 | -10,472.63 | -10,472.63 | RMA Credit | | |
| 01/07/2003 | 119 | 2,280.77 | 2,280.77 | Invoice | 23 | |

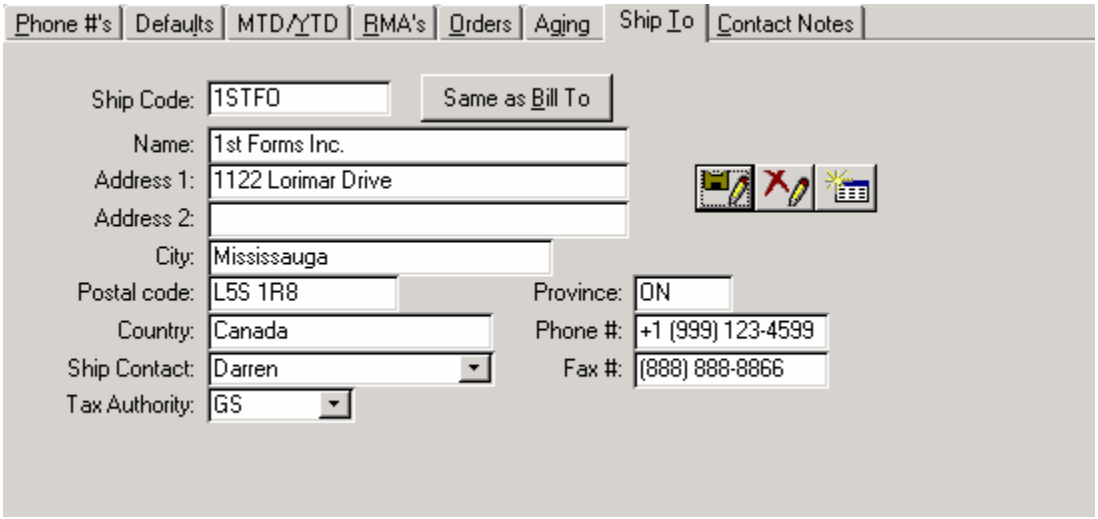
This screen lists all transactions relating to this customer, detailing the transaction date, reference, amount, remaining amount, description and age of unpaid items in days.

**GL Notes**
This field displays any transaction notes regarding a particular invoice, if processed as an AR Voucher.

The details on this screen can be sorted so that they display in ascending or descending order based on any of the transaction fields. To do so, put the cursor in field that you want to sort by (Reference, for example). Then click on one either the "Sort Ascending" or "Sort Descending" buttons. (These are located on the menu bar at the top of the screen).

## 9.1.8 SHIP TO ADDRESSES

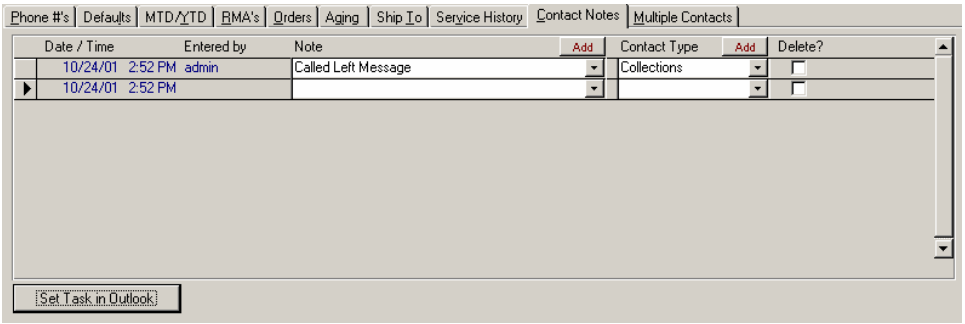
When you select this option the following screen displays:




This option allows for multiple ship to addresses to be entered. If all the information is the same as the Bill To information, simply click on "Same as Bill To" button and the information will be recorded. If any of the information is different, type in the details in the relevant fields.

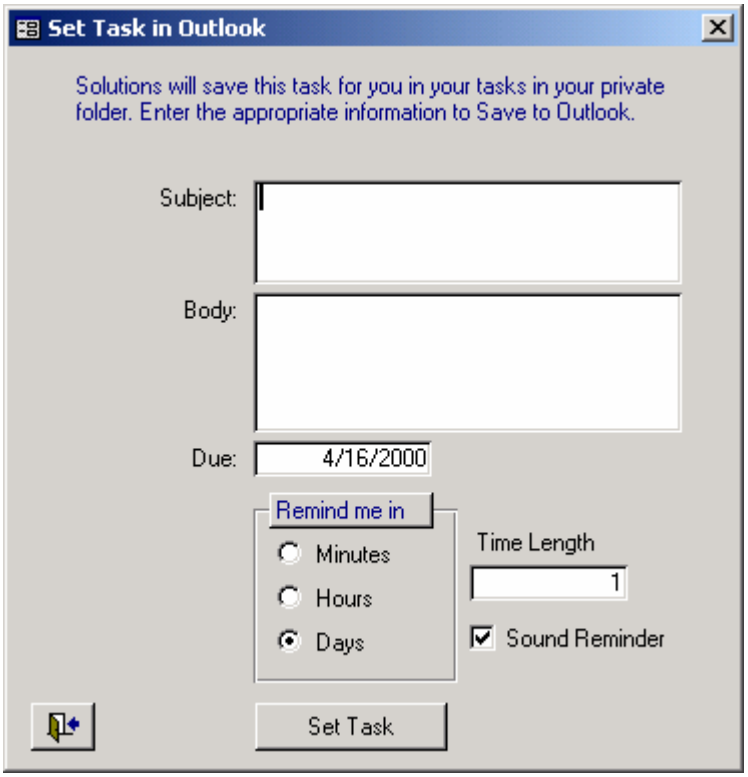
**Tax Authority**
This tax authority will override the Bill To's tax authority when this ship to address is selected on the sales order.

## 9.1.9 CONTACT NOTES




This screen allows you to enter notes for this customer. These are useful for tracking and resolving collection issues. All notes created include a date and time stamp, and record the login of the user who created them. Default notes (such as "Called to collect") can be created using the "Add" button and selected using the drop down list. You may also wish to classify the type of contact it was (Sales, Collections etc.) with the contact type field. There is also a flag to check if you wish the contact note to be deleted. When you run the contact notes purge routine under **Utilties | Contact Manager Maintenance | Purge Contact Notes**, these selected notes will be purged.

The "Set Task in Outlook" button calls up the following screen:




Solutions will save this task in your Private folder in Outlook.

**Subject**
Type a subject for this task.

**Body**
Type the details of this task.

**Due**
Type the date the task it due.

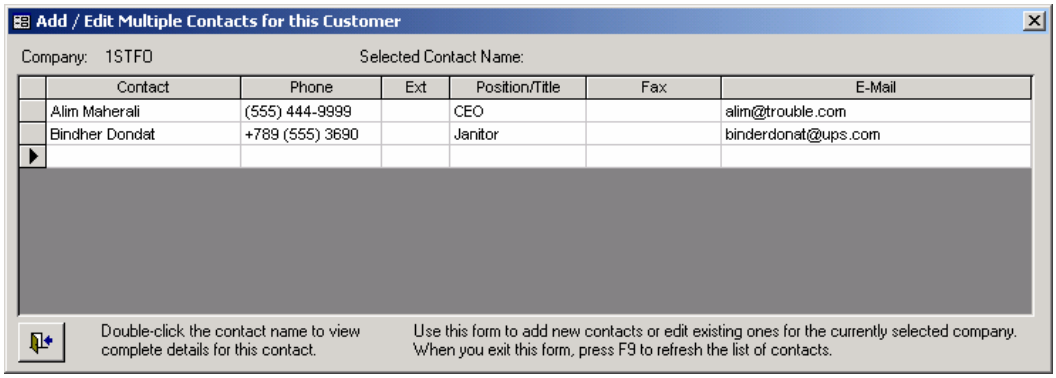
**Remind me in/Length of Time**
Select the time period, either minutes, hours or days and then type a number in the Length of Time field.

**Sound Reminder**
If you wish to have an audible reminder, click this box.

**Set Task**
Click this button when you are finished filling in the information and Solutions will send the details to Outlook Tasks.

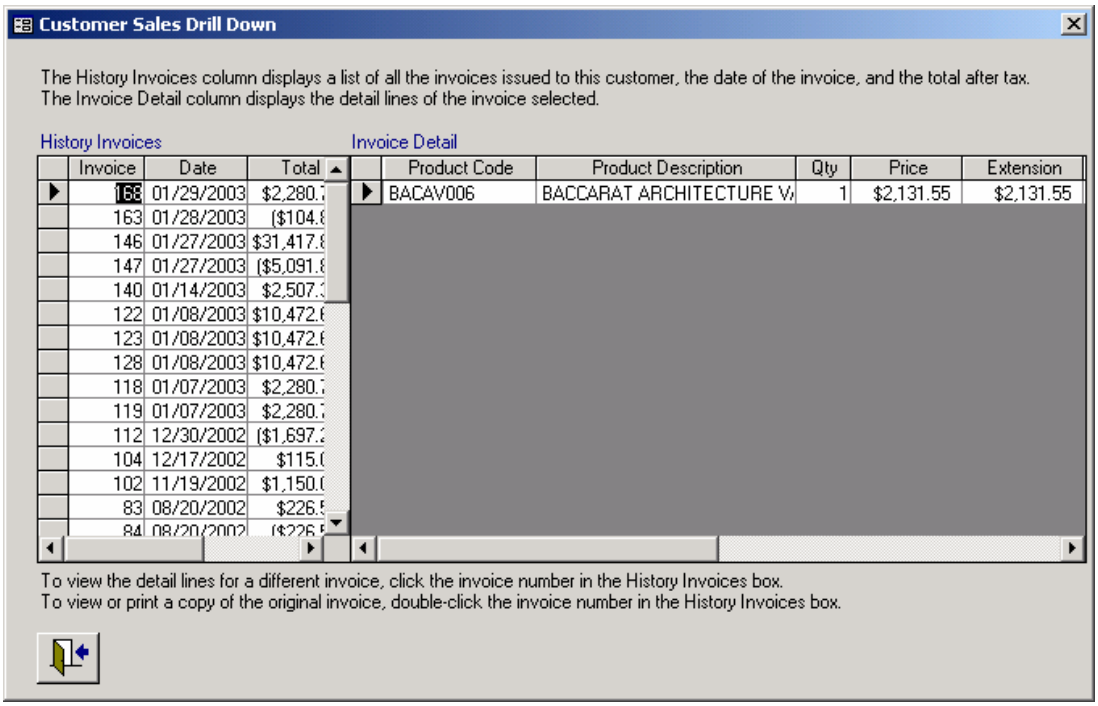
## 9.1.10 MULTIPLE CONTACTS BUTTON

This form allows you enter other contacts which belong to this customer. This tab is linked to the Prospect Contacts tab in **Contact Manager | Enter / View Prospects**. An addition of a contact record in one of these areas will automatically update the other area upon saving of the record. On the sales order attention field you may select from one of the multiple contacts.




## 9.1.11 DRILL DOWN BUTTON

This button opens the Customer Drill Down screen. The left hand side of the screen, with the heading “History Invoices”, lists each invoice on file for that customer in summary form. These invoices are displayed in reverse date order (most recent at the top).




The right hand side of the screen, with the heading "Invoice Detail", lists the detail line items included on that invoice. In order to change the Invoice Detail display, you need merely click once on the invoice that you wish to display. You may also navigate through the History Invoices using the up and down arrow keys.

## 9.1.12 SALES ORDER BUTTON

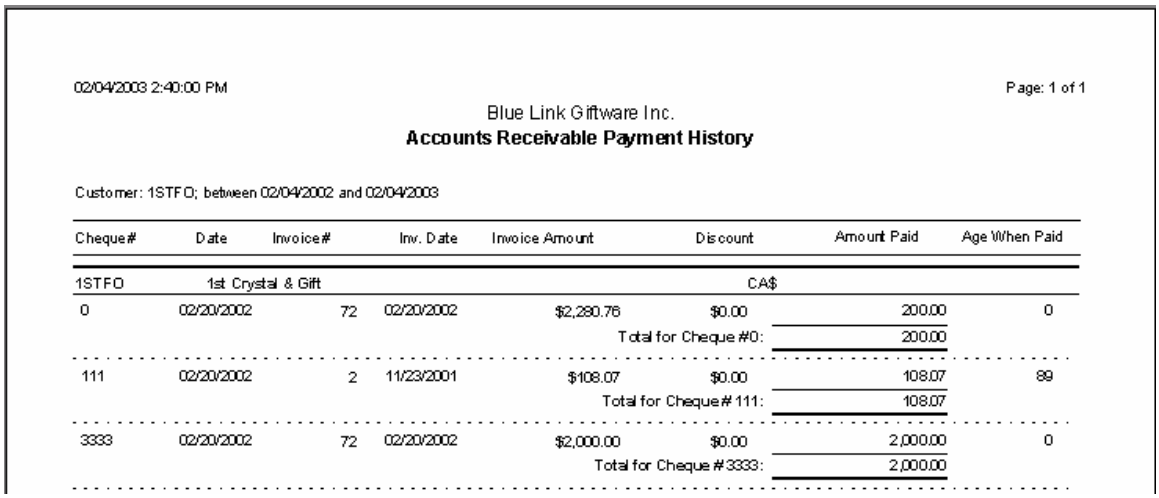
Sales Order

This button is a shortcut to the Sales Order screen. See Chapter 14: **Order Entry for detailed information on entering sales orders**.

## 9.1.13 PAYMENT HISTORY BUTTON

Payment History

The Payment History button opens the Customer Payment History report for this customer for the last year.



02/04/2003 2:40:00 PM Page: 1 of 1

Blue Link Giftware Inc.

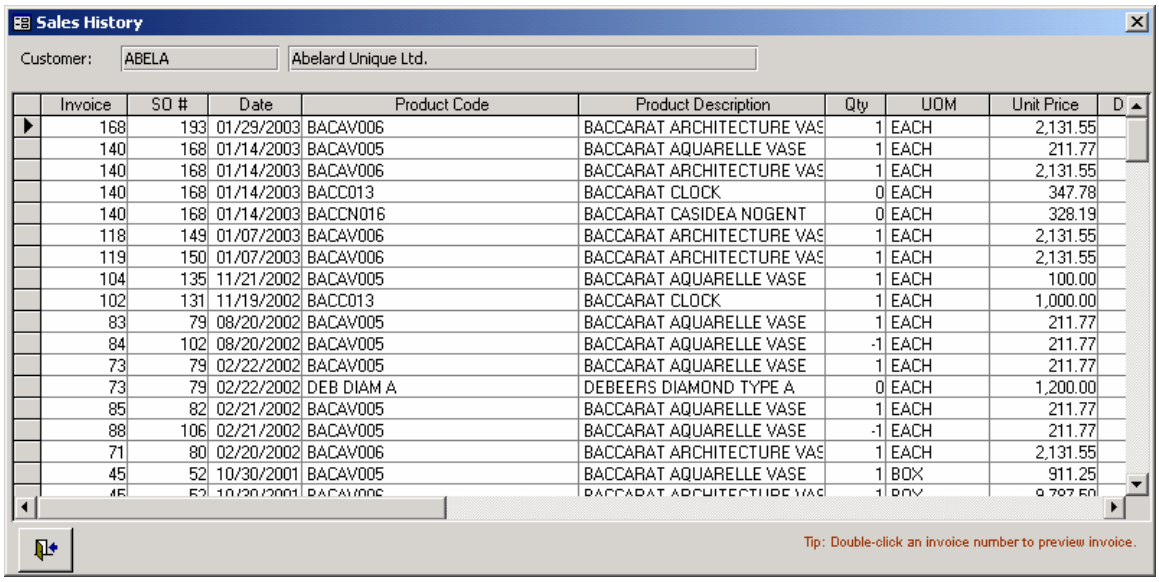
**Accounts Receivable Payment History**

Customer: 1STFO; between 02/04/2002 and 02/04/2003

| Cheque# | Date | Invoice# | Inv. Date | Invoice Amount | Discount | Amount Paid | Age When Paid |
|---|---|---|---|---|---|---|---|
| 1STFO | 1st Crystal & Gift | | | | CA$ | | |
| 0 | 02/20/2002 | 72 | 02/20/2002 | $2,280.76 | $0.00 | 200.00 | 0 |
| | | | | Total for Cheque #0: | | 200.00 | |
| 111 | 02/20/2002 | 2 | 11/23/2001 | $108.07 | $0.00 | 108.07 | 89 |
| | | | | Total for Cheque # 111: | | 108.07 | |
| 3333 | 02/20/2002 | 72 | 02/20/2002 | $2,000.00 | $0.00 | 2,000.00 | 0 |
| | | | | Total for Cheque # 3333: | | 2,000.00 | |

## 9.1.14 SALES HISTORY

This button pops up a screen which gives the sales history for this customer, detailing the invoice number, shipping date, product code, product description, quantity and price. All items are listed in reverse date order.




| Invoice | SO # | Date | Product Code | Product Description | Qty | UOM | Unit Price | D |
|---|---|---|---|---|---|---|---|---|
| 168 | 193 | 01/29/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 140 | 168 | 01/14/2003 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 | |
| 140 | 168 | 01/14/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 140 | 168 | 01/14/2003 | BACC013 | BACCARAT CLOCK | 0 | EACH | 347.78 | |
| 140 | 168 | 01/14/2003 | BACCN016 | BACCARAT CASIDEA NOGENT | 0 | EACH | 328.19 | |
| 118 | 149 | 01/07/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 119 | 150 | 01/07/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 104 | 135 | 11/21/2002 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 100.00 | |
| 102 | 131 | 11/19/2002 | BACC013 | BACCARAT CLOCK | 1 | EACH | 1,000.00 | |
| 83 | 79 | 08/20/2002 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 | |
| 84 | 102 | 08/20/2002 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 211.77 | |
| 73 | 79 | 02/22/2002 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 | |
| 73 | 79 | 02/22/2002 | DEB DIAM A | DEBEERS DIAMOND TYPE A | 0 | EACH | 1,200.00 | |
| 85 | 82 | 02/21/2002 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 | |
| 88 | 106 | 02/21/2002 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 211.77 | |
| 71 | 80 | 02/20/2002 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 45 | 52 | 10/30/2001 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | BOX | 911.25 | |

The details on this screen can be sorted so that they display in ascending or descending order based on any of the transaction fields. To do so, put the cursor in field that you want to sort by (Product Code, for example). Then right click and select the “Sort Ascending” or “Sort Descending” buttons.

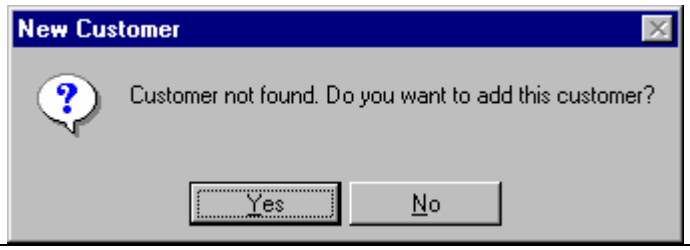
## 9.1.15 GROUP STATEMENT ✍

This is an Elite feature. The Group Statement button opens the Accounts Receivable Statement for the group of customers to which this customer is assigned.

| Tip: | This feature can be used for customers belonging to a hierarchical group which requires a group statement be sent. Or, you may use it as an internal resource, grouping types of customers together to determine what is owed by the group. |
|---|---|

## 9.1.16 CREATING A NEW CUSTOMER RECORD

1. When the screen is first displayed, the cursor is located in the Code field.
2. Enter a new Customer Code (maximum 10 characters) and press <Enter>. The following screen will be displayed:

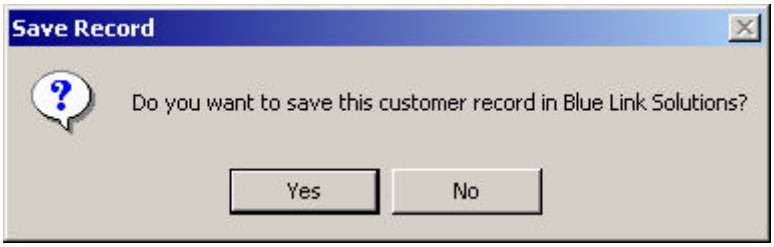



| Note: | Use codes that will help you identify customers in group's or alphabetical ranges for other operations in Blue Link Solutions. |
|---|---|

7.

3. After you enter the new Customer Code, fill in the rest of the appropriate fields.
4. When you are ready to save, click the "Save" button.

The next time and subsequent times you make changes to the customer's information and click the "Save" button, the following screen will be displayed.



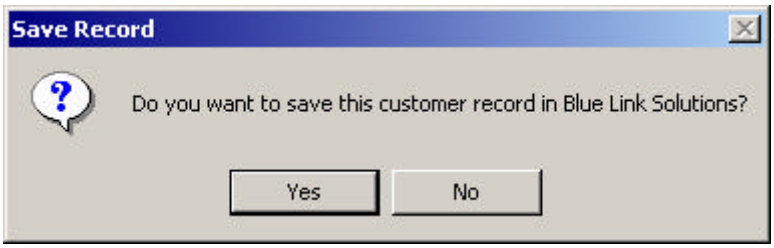

Answer **Yes** to save the record. The customer record can't be saved if required information is missing.

## 9.1.17 CHANGING AN EXISTING CUSTOMER RECORD

If you need to change a customer address or telephone number, or if some other important information has changed, find the existing customer record, performing one of the following operations:

1. Click the "New" button.
2. Select the Customer Code or the Customer Name from the drop down list

3. Once the customer's record is displayed, you may change customer data, except for specific fields that do not allow for update such as the currency. .
4. Click the "Save" button; the following screen will be displayed:




5. Click Yes to save the customer record; click No to cancel the request.

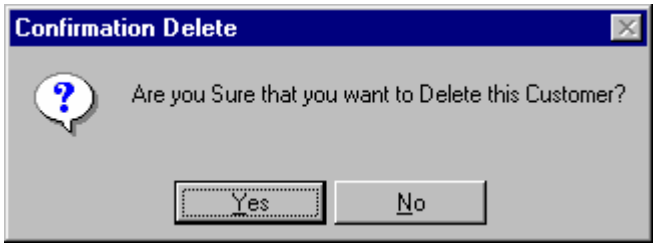
## 9.1.18 DELETING AN EXISTING CUSTOMER RECORD

When you delete a customer record, the **Outstanding Invoices Amount** and **Outstanding Credits Amount** for the customer **must** show a $0.00 balance.

**Once it is deleted, the record cannot be recovered**. You will have to re-enter the customer if it is deleted in error.

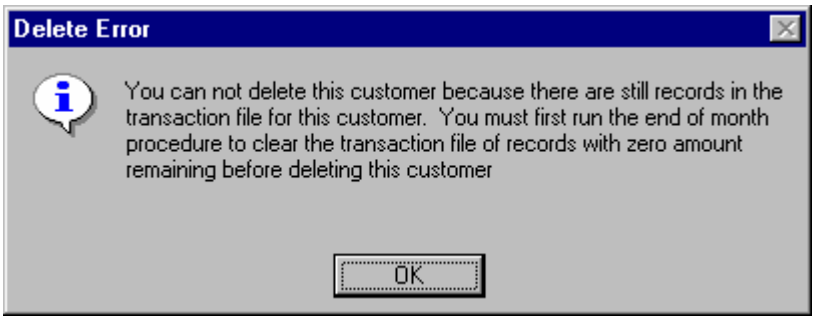
To delete an existing record,

1. To display the customer's record, click the "New" button.
2. Click the "Delete" button.
3. The following screen will be displayed if the customer can be deleted:

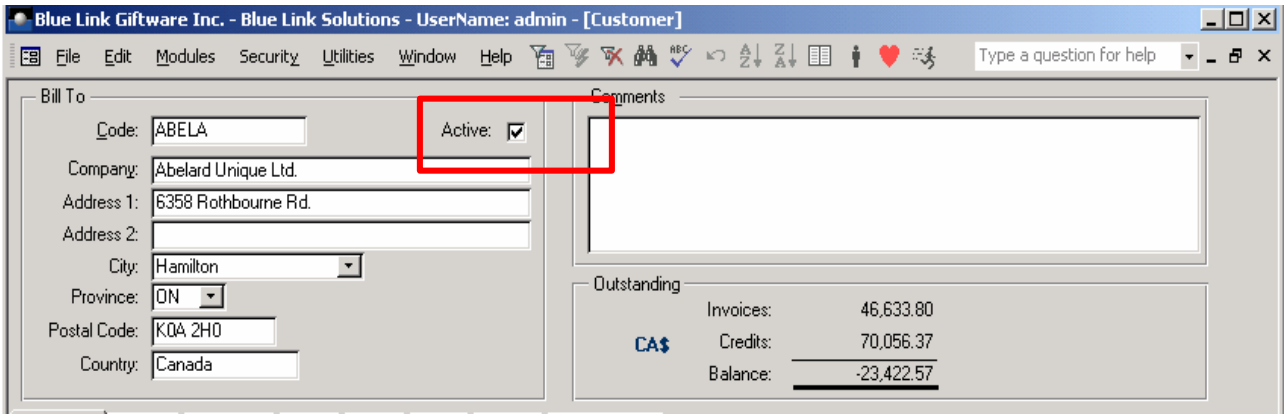



4. Click Yes to delete the customer; click No to cancel the request.

| Note: | Customers with a transaction history cannot be deleted. If you try to, the following message will be displayed: |
|---|---|


Delete Error
You can not delete this customer because there are still records in the transaction file for this customer. You must first run the end of month procedure to clear the transaction file of records with zero amount remaining before deleting this customer
OK

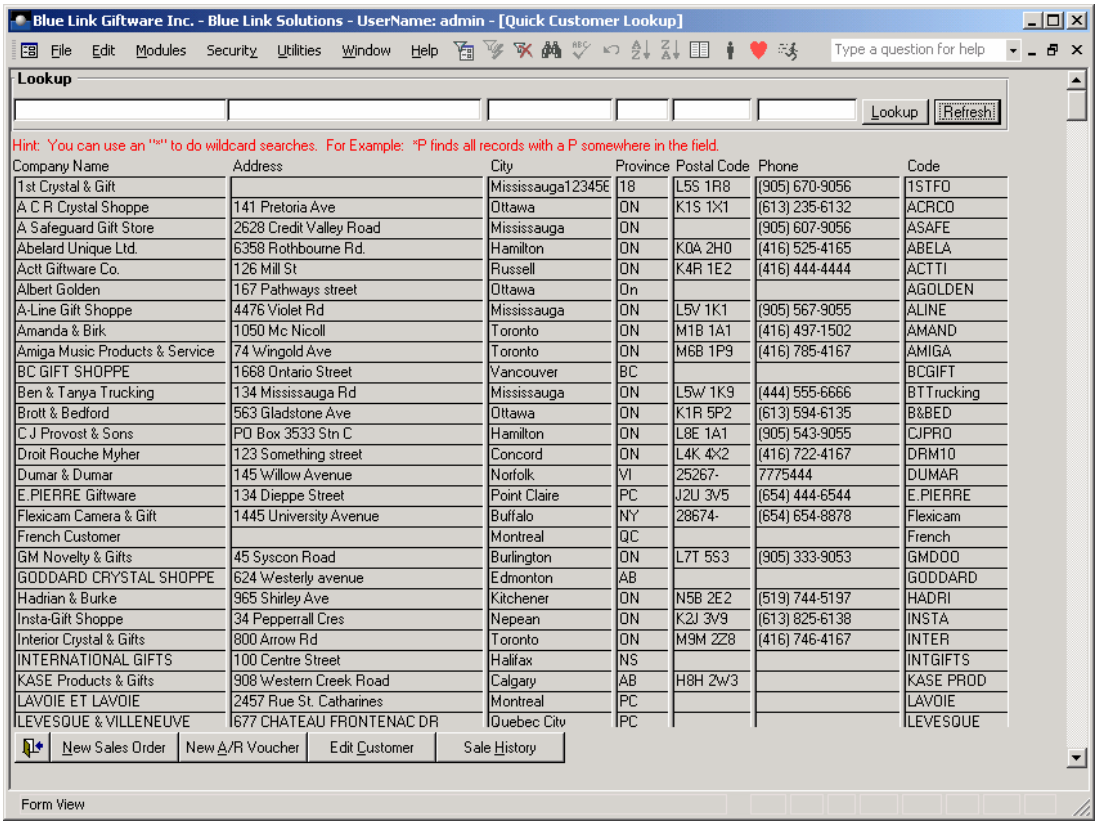
## 9.1.19 INACTIVE FLAG




If you wish to mark a customer as inactive uncheck the active flag. This customer will no longer show up in the pick lists such as in Order Entry or Record Payments. You will still be able to retrieve this customer by looking up in this module. You may then re-check as active if the customer returns for business.

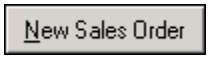
# 9.2 Quick Customer Lookup

The quick customer lookup screen can be used to get customer address and phone information, or as starting point for entering other types of transactions. To find a customer you can either scroll through the list or use the lookup functionality at the top of the screen.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Quick Customer Lookup]
File Edit Modules Security Utilities Window Help
Type a question for help
Lookup
Lookup Refresh
Hint: You can use an "*" to do wildcard searches. For Example: *P finds all records with a P somewhere in the field.
Company Name | Address | City | Province | Postal Code | Phone | Code
1st Crystal & Gift | | Mississauga12345E | 18 | L5S 1R8 | (905) 670-9056 | 1STFO
A C R Crystal Shoppe | 141 Pretoria Ave | Ottawa | ON | K1S 1X1 | (613) 235-6132 | ACRCO
A Safeguard Gift Store | 2628 Credit Valley Road | Mississauga | ON | | (905) 607-9056 | ASAFE
Abelard Unique Ltd. | 6358 Rothbourne Rd. | Hamilton | ON | K0A 2H0 | (416) 525-4165 | ABELA
Actt Giftware Co. | 126 Mill St | Russell | ON | K4R 1E2 | (416) 444-4444 | ACTTI
Albert Golden | 167 Pathways street | Ottawa | On | | | AGOLDEN
A-Line Gift Shoppe | 4476 Violet Rd | Mississauga | ON | L5V 1K1 | (905) 567-9055 | ALINE
Amanda & Birk | 1050 Mc Nicoll | Toronto | ON | M1B 1A1 | (416) 497-1502 | AMAND
Amiga Music Products & Service | 74 Wingold Ave | Toronto | ON | M6B 1P9 | (416) 785-4167 | AMIGA
BC GIFT SHOPPE | 1668 Ontario Street | Vancouver | BC | | | BCGIFT
Ben & Tanya Trucking | 134 Mississauga Rd | Mississauga | ON | L5W 1K9 | (444) 555-6666 | BTTrucking
Brott & Bedford | 563 Gladstone Ave | Ottawa | ON | K1R 5P2 | (613) 594-6135 | B&BED
C J Provost & Sons | PO Box 3533 Stn C | Hamilton | ON | L8E 1A1 | (905) 543-9055 | CJPRO
Droit Rouche Myher | 123 Something street | Concord | ON | L4K 4X2 | (416) 722-4167 | DRM10
Dumar & Dumar | 145 Willow Avenue | Norfolk | VI | 25267- | 7775444 | DUMAR
E.PIERRE Giftware | 134 Dieppe Street | Point Claire | PC | J2U 3V5 | (654) 444-6544 | E.PIERRE
Flexicam Camera & Gift | 1445 University Avenue | Buffalo | NY | 28674- | (654) 654-8878 | Flexicam
French Customer | | Montreal | QC | | | French
GM Novelty & Gifts | 45 Syscon Road | Burlington | ON | L7T 5S3 | (905) 333-9053 | GMDOO
GODDARD CRYSTAL SHOPPE | 624 Westerly avenue | Edmonton | AB | | | GODDARD
Hadrian & Burke | 965 Shirley Ave | Kitchener | ON | N5B 2E2 | (519) 744-5197 | HADRI
Insta-Gift Shoppe | 34 Pepperrall Cres | Nepean | ON | K2J 3V9 | (613) 825-6138 | INSTA
Interior Crystal & Gifts | 800 Arrow Rd | Toronto | ON | M9M 2Z8 | (416) 746-4167 | INTER
INTERNATIONAL GIFTS | 100 Centre Street | Halifax | NS | | | INTGIFTS
KASE Products & Gifts | 908 Western Creek Road | Calgary | AB | H8H 2W3 | | KASE PROD
LAVOIE ET LAVOIE | 2457 Rue St. Catharines | Montreal | PC | | | LAVOIE
LEVESQUE & VILLENEUVE | 677 CHATEAU FRONTENAC DR | Quebec City | PC | | | LEVESQUE
New Sales Order
New A/R Voucher
Edit Customer
Sale History
Form View

| Tip: | To search for text in any part of the item add a "*" wildcard before or after the item (i.e. searching for "L5N*" in the Postal Code would show all customers in that geographic region). |
|---|---|

**New Sales Order Button**




This button is a shortcut to the Sales Order screen. See **Chapter 14 Order Entry** for detailed information on entering sales orders.

**New A/R Voucher Button**

This button is a shortcut to the Enter/Change A/R Voucher screen. See 9.3 - Enter/Change A/R Voucher for detailed information.

**Edit Customer Button**

This button is a shortcut to the Enter/Edit Customer screen.

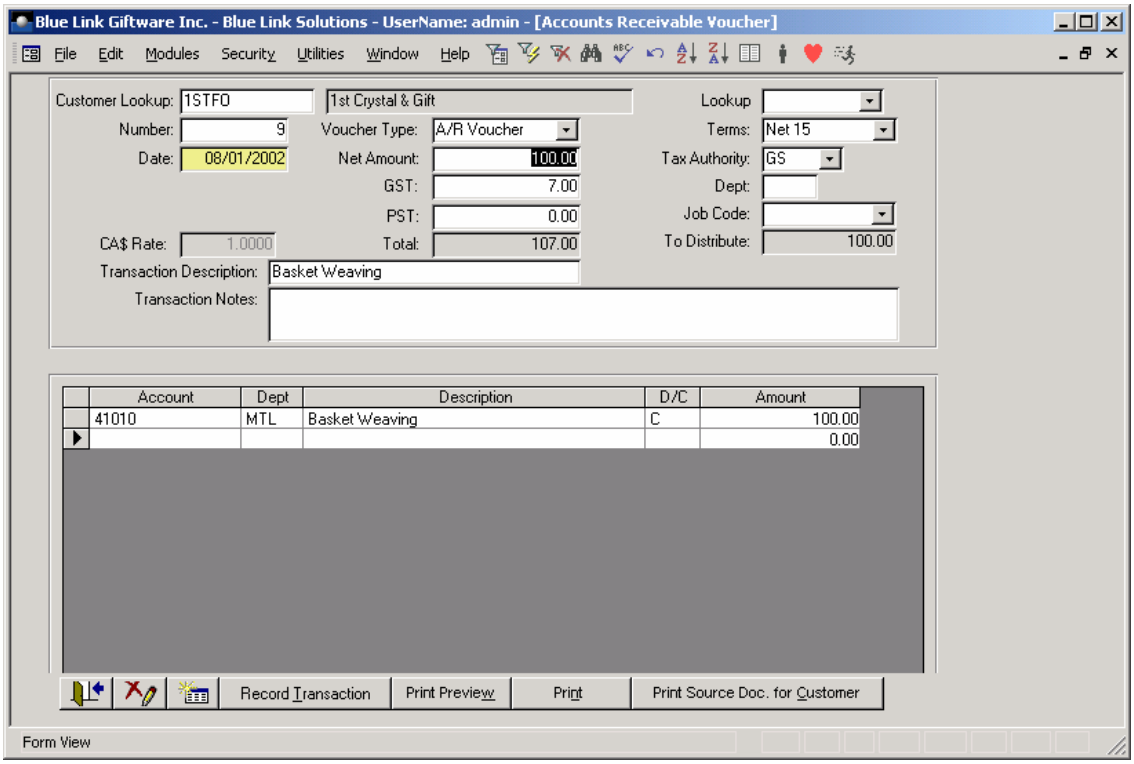
Enter/Change Customer Information for more detailed information.

**Sales History Button**

This button displays the customer's sales history.

# 9.3 Enter/Change A/R Voucher

Use this function to enter transactions which will not go through Order Entry. For example: setting up beginning balances, vouchers for rental or lease billing, credit memos, cash receipts and adjusting entries to your customer accounts. If you are processing an inventory item (whether "regular" or "non- inventory") use **Enter Sales Orders** module.




**Code**
The customer code. Use the drop down list to select the proper customer. The customer's name is displayed automatically in the adjacent field.

**Customer Name**
You may decide to create a new voucher with the customer's name. The customer's code will display automatically upon selection of the customer name.

**Lookup**
The voucher number. By pressing the list button you may view existing vouchers that have not been posted.

**Number**
This is the voucher number field used for entering a new voucher. You may enter a voucher number or use the default number.

**Voucher Type**
Choose the type of transaction by using the list window. You may select

1. A/R Voucher
   - ✍ This entry is for standard entries to the customer's account

| Accounts Receivable | Debit |
|---|---|
| GL account selected | Credit |

2. Cash Transaction
   - ✍ This entry is to record a transaction that has already been paid or is being paid for at the time of entry. Thus this skips the Record Payments step.

| Deposit Clearing | Debit |
|---|---|
| GL account selected | Credit |

3. Credit Memo
   - ✍ This entry is to reverse a previous entry or to credit the customer's account.

| GL account selected | Debit |
|---|---|
| Accounts Receivable | Credit |

**Terms**
The payment terms for the customer. The default terms from the customer record will be displayed in this field. This can be changed for this voucher by selecting from the drop down list or entering the code for the new terms.

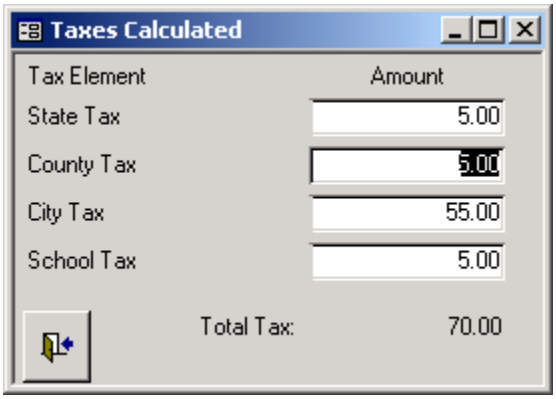
**Date**
Enter the date for the transaction in standard date format, or you can use the current date default by simply pressing <Enter>.

**Net Amount**
The net amount of the voucher **without sales taxes**. This is a 12 digit numeric field with two decimal digits.

**Tax Authority**
The default Tax Authority from the customer record will be displayed. This can be changed for this voucher by selecting from the drop down list or entering the code for the new tax authority.

**Tax Group 1 and 2 Name**
These amounts will be calculated and filled in **automatically** by the system, however tax 1 and tax 2 can be manually overridden and the total will be automatically recalculated.

You may double-click on the tax amount for tax authorities where there is more than one tax element assigned to that tax group. You may then edit a specific level of tax and it will update the total.



The names of these fields are based on the Tax Group Names set up for this tax authority in **System Master Lists | Tax Setup.**

**Job Code**
If you are tracking jobs, the code for the specific job you are tracking may be entered here.

**To Distribute**
This is the total amount to be distributed (not including sales taxes). In order to enter a balanced transaction, you will need to distribute the amount of the voucher to one or more General Ledger accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

**Transaction Description**
Enter the transaction description in this field. All of the detail lines you enter in the bottom portion of the screen will have their description fields defaulted to this value (which will appear in your GL as the journal entry description). On the Aging tab in the Customer screen, the AR Voucher will have the description you entered in this field.

**Transaction Notes**
Enter a description of this transaction in this memo field. It is available on various GL reports (see Chapter 7).

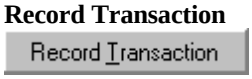
**Account and Dept**
The General Ledger Account(s) and Department(s) to which you want to apply this voucher. You can distribute the amount of the voucher to any number of accounts.

**Description**
The description of the General Ledger Account is filled in automatically by Blue Link Solutions. You may type in your own description to further describe the transaction.

**D/C**
The Debit/Credit field defaults to the normal setting for that account and you can change the entry if you wish.

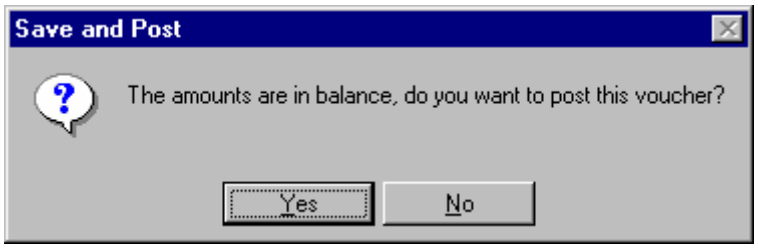
**Amount**
The amount to distribute to the selected G/L account. These amounts, when added to the voucher amount, must total zero.

**Record Transaction**



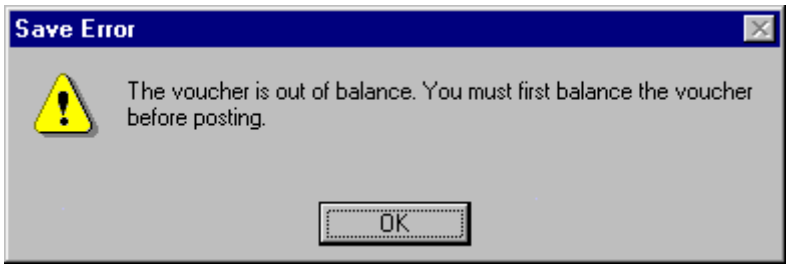

Posts the transaction to Accounts Receivable and General Ledger.

If the amounts are in balance, the following screen will be displayed:




Click Yes to post the transaction; click No to cancel the request.

If the voucher is not in balance, the following screen will be displayed:




Click OK and correct the entries to balance. Then try again.

**Print Preview**

Print Preview

Preview the information which is entered on this AR Voucher form in a report format.

**Print**

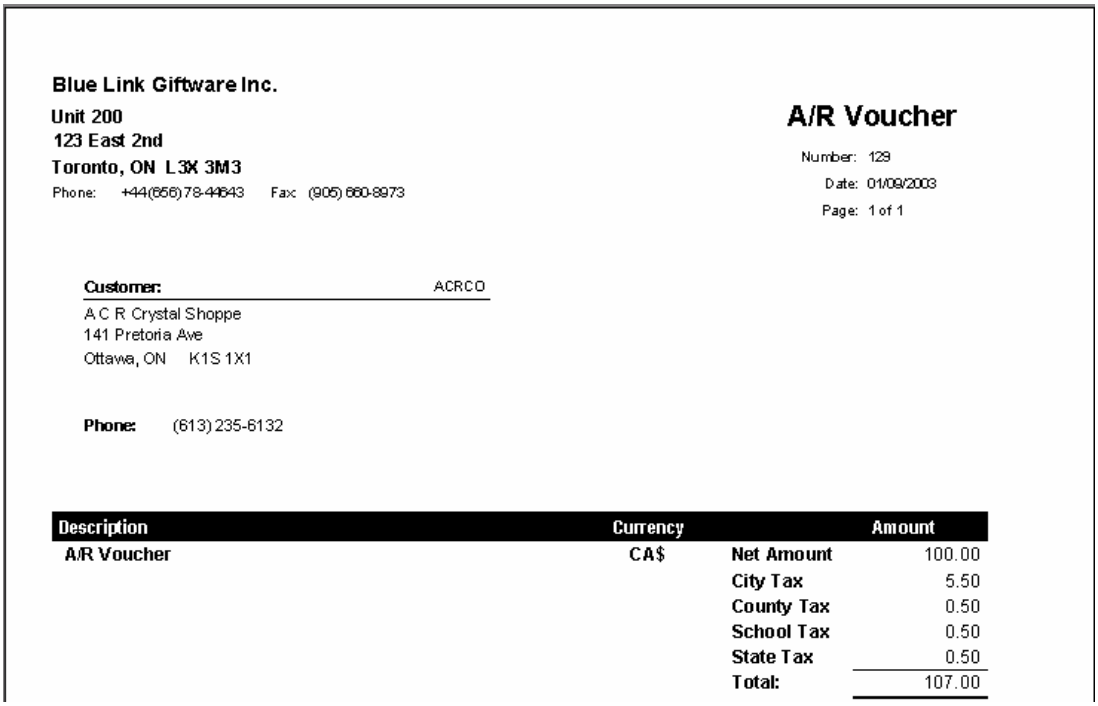
Print

Print the information which is entered on this AR Voucher form in a report format.

**Print Source Document for Customer**

Print Source Doc. for Customer

This is a report which can be sent to the customer. You may use it if you have credited the customer's account and they wish to have a physical document portraying that this was done.



**Blue Link Giftware Inc.**
**Unit 200**
**123 East 2nd**
**Toronto, ON L3X 3M3**
Phone: +44(656)78-44643 Fax: (905) 660-8973

**A/R Voucher**
Number: 129
Date: 01/09/2003
Page: 1 of 1

**Customer:** ACRCO
A C R Crystal Shoppe
141 Pretoria Ave
Ottawa, ON K1S 1X1

**Phone:** (613) 235-6132

| Description | Currency | | Amount |
|---|---|---|---|
| A/R Voucher | CA$ | Net Amount | 100.00 |
| | | City Tax | 5.50 |
| | | County Tax | 0.50 |
| | | School Tax | 0.50 |
| | | State Tax | 0.50 |
| | | Total: | 107.00 |

## 9.3.1 ADDING A NEW VOUCHER

1. Click the "New" button at the bottom of the screen.

2. Click on the code box and select a customer code. You may type in the customer's code and press <Enter>, or use the list display option.
3. After selecting the customer, enter the invoice number or keep the system default.
4. Select the type of voucher. You can choose an Accounts Receivable Voucher, a Credit Memo, or Cash Transaction.
5. Enter the date for the transaction
6. The default terms for the customer will be displayed or you may select a different term from the drop list. If you need other terms types, you can add them in **System Maintenance | System Master Lists | Terms / Types / RMA Reason Codes/ Other Lists.**
7. Enter the net amount of the voucher (less sales taxes)
8. The default Tax Authority code will be displayed or you may select the different Tax Authority code from the drop list. Note if the ship to address has a different Tax Authority than the Bill to's Tax Authority, than the Ship to's Tax Authority will override.
9. Optionally select a Department code to which this transaction should be assigned.
10. Optionally select a Job Code for which this transaction should be assigned.
11. The cursor is placed in the **General Ledger Account** field for the balancing accounts to be entered.

In the case of a standard voucher, the **Total Amount** entry will be posted as a debit to your default Accounts Receivable account. This means that the balancing transaction must be a credit or combination of debit and credit amounts, for a total of a credit.

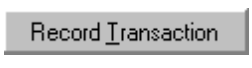
### 9.3.2 DISTRIBUTING THE AMOUNT TO G/L ACCOUNTS

The second half of the transaction is to distribute to the balancing accounts. The sum of the balancing account amounts must equal the voucher amount before you can save the transaction. In other words, the debits must equal the credits.

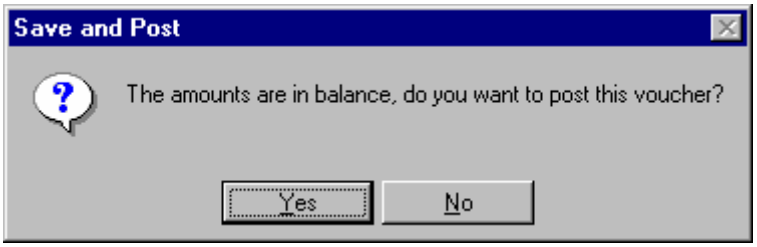
You may distribute the item to an unlimited number of General Ledger Accounts.

To enter the distribution amounts you must do the following:

1. Select a General Ledger Account code. To display a list of General Ledger account codes, click the list display button on the Account field. After you make your selection, the appropriate account description is displayed.
2. Enter whether the balancing account amount should be posted as a debit or credit by typing a "D" or a "C".
3. In the **Amount** field, type in the amount from the account you want to use to balance the voucher amount. The undistributed amount defaults here, but can be overridden.
4. Continue to enter General Ledger Accounts and amounts until the voucher is balanced. Note - if you are entering a transaction with a recalculated distribution amount (due to exchange difference), make sure the amounts that are posted balance to the new distribution amount.
5. When you have all the accounts entered and amounts balanced, click the **Record Transaction** button.



6. If the items are in balance, the following screen will be displayed.




7. Click Yes to post the voucher; click No to cancel the request.
8. Posting a voucher adds it to the voucher records, adds the transaction to the Accounts Receivable transaction file, updates the outstanding credit or invoice balances in the Customer file, and posts the transaction to the General Ledger and to the Credit Sales Journal.

When the program is finished posting the transaction the screen is cleared and you are returned to the **Code** field. You may then enter another voucher or exit by pressing the **Exit** button.

## 9.3.3 CHANGING AN EXISTING VOUCHER

1. To change a previously entered voucher, you may choose the voucher to change by using the **Lookup** field to display previously entered vouchers.
2. If the voucher has been posted, you are not allowed to edit it (see Section **9.3.4 -** Reversing a Posted Voucher**.**
3. Once the existing voucher is displayed, the entry routine is the same as creating a new voucher.

## 9.3.4 REVERSING A POSTED VOUCHER

A voucher that has been paid can be reversed with a "reversing voucher." Enter a new voucher using the procedures from section 9.3.1 - Adding a New Voucher being sure to debit the accounts that were credited on the original, and vice versa.

### *Accounts Receivable Voucher*

1. If the original voucher type was an “A/R Voucher”, enter a “Credit Memo”.
2. Choose Record Payments
3. Pick sufficient Accounts Receivable Vouchers for payment to balance the Credit Memo amount,
4. Then pick the Credit Memo to apply the credit.
5. The new transaction will offset the previous transaction items and the end result is zero.

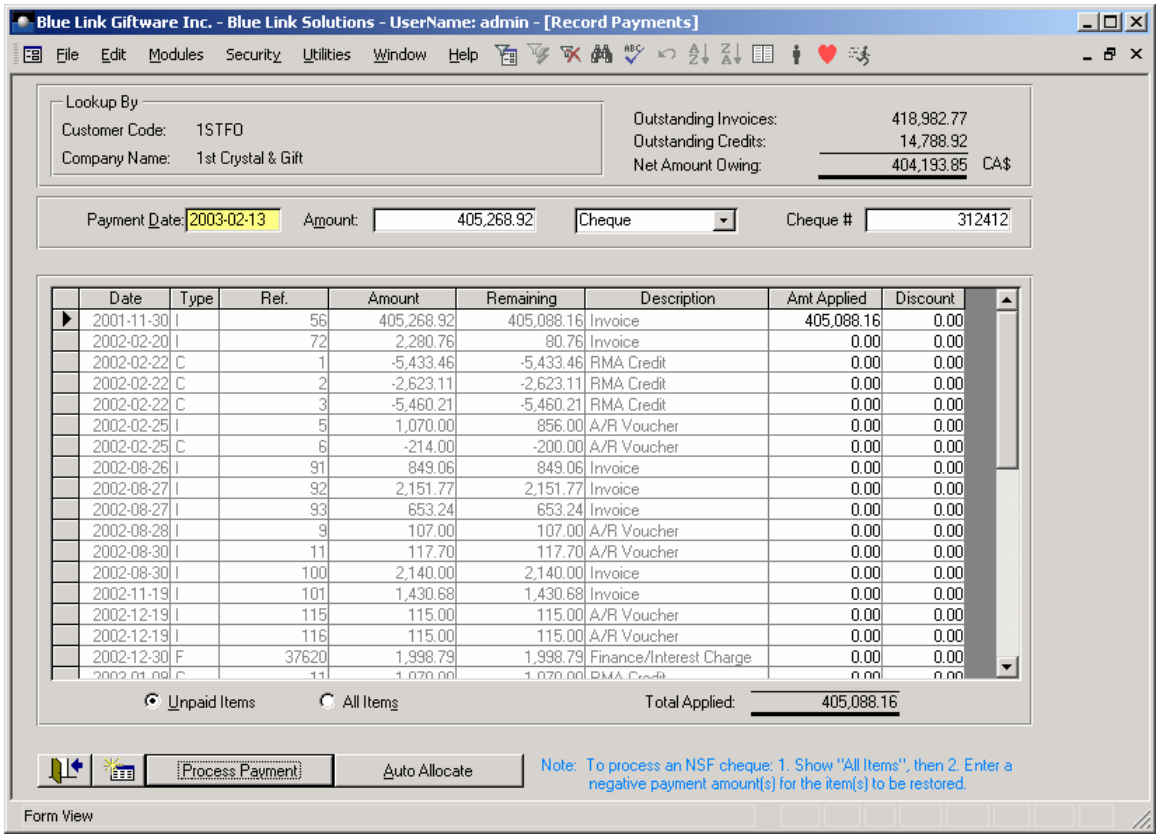
### *Credit Memo*

1. If the original was a “Credit Memo”, enter an “A/R Voucher”.
2. Choose Record Payments
3. Pick the voucher for payment,
4. Then pick the Credit Memo to apply the credit.

5. The new transaction will offset the previous transaction and the net result is zero.

# 9.4 Record Payments

Use this function to record payments made by customers, take discounts on invoices paid, apply outstanding credits, or to record NSF cheques. You can also enter partial payments on your invoices or spread a payment over several invoices in any way you choose.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Record Payments]
File Edit Modules Security Utilities Window Help
Lookup By
Customer Code: 1STFO
Company Name: 1st Crystal & Gift
Outstanding Invoices: 418,982.77
Outstanding Credits: 14,788.92
Net Amount Owing: 404,193.85 CA$
Payment Date: 2003-02-13
Amount: 405,268.92
Cheque
Cheque #: 312412
Date Type Ref. Amount Remaining Description Amt Applied Discount
2001-11-30 I 56 405,268.92 405,088.16 Invoice 405,088.16 0.00
2002-02-20 I 72 2,280.76 80.76 Invoice 0.00 0.00
2002-02-22 C 1 -5,433.46 -5,433.46 RMA Credit 0.00 0.00
2002-02-22 C 2 -2,623.11 -2,623.11 RMA Credit 0.00 0.00
2002-02-22 C 3 -5,460.21 -5,460.21 RMA Credit 0.00 0.00
2002-02-25 I 5 1,070.00 856.00 A/R Voucher 0.00 0.00
2002-02-25 C 6 -214.00 -200.00 A/R Voucher 0.00 0.00
2002-08-26 I 91 849.06 849.06 Invoice 0.00 0.00
2002-08-27 I 92 2,151.77 2,151.77 Invoice 0.00 0.00
2002-08-27 I 93 653.24 653.24 Invoice 0.00 0.00
2002-08-28 I 9 107.00 107.00 A/R Voucher 0.00 0.00
2002-08-30 I 11 117.70 117.70 A/R Voucher 0.00 0.00
2002-08-30 I 100 2,140.00 2,140.00 Invoice 0.00 0.00
2002-11-19 I 101 1,430.68 1,430.68 Invoice 0.00 0.00
2002-12-19 I 115 115.00 115.00 A/R Voucher 0.00 0.00
2002-12-19 I 116 115.00 115.00 A/R Voucher 0.00 0.00
2002-12-30 F 37620 1,998.79 1,998.79 Finance/Interest Charge 0.00 0.00
Unpaid Items
All Items
Total Applied: 405,088.16
Process Payment
Auto Allocate
Note: To process an NSF cheque: 1. Show "All Items", then 2. Enter a negative payment amount(s) for the item(s) to be restored.
Form View

**Lookup By Customer Code**
Select the code of the customer whose payment is to be applied by typing it in or selecting it using the drop down list.

**Lookup By Customer Name**
You may type in the customer name to select which invoices are to be paid.

**Outstanding Invoices**
This field displays the total dollar amount in outstanding invoices toward which payment may be applied.

**Outstanding Credits**
This field shows the total dollar amount in outstanding credits for this customer.

**Payment Date**
Today's date will be filled in automatically but can be manually overridden.

**Amount**
Enter the amount of the cheque here. If this is a NSF cheque, enter this as a negative amount.

**Payment Method**
Choose the payment method the customer used to make this payment.

**Cheque #**
The cheque number. This is a ten digit numeric field.

The first step in recording payments is to enter the code of the customer making the payment. This can be accomplished in two ways:

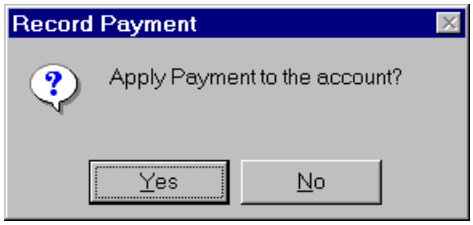
1. Type the correct customer code into the **Lookup** field and press <Enter>. The corresponding name will be displayed.
2. Use the list display option and select the customer code or customer name.
3. The customer you choose is placed in the **Customer Code and Customer Name** fields.
4. Press <Enter> and the customer name, and any outstanding credits or invoices are displayed.
5. Enter the cheque amount and the cheque's number (optional). This information will be used during the bank reconciliation to identify that the cheque has cleared the bank.
6. You have the option of viewing only the unpaid invoices or all the items including historical data for this customer. This option is determined by the Unpaid **Items** or **All Items** buttons at the bottom of the screen.

8. To apply customer credits against outstanding invoices enter "0" for the payment amount. The function allows this only if there is an outstanding credit amount.

## 9.4.1 CHOOSING INVOICES FOR PAYMENT

The window shows the invoice number, description and amount, with a field to enter your customer's discount and the amount you wish to apply toward the invoice.

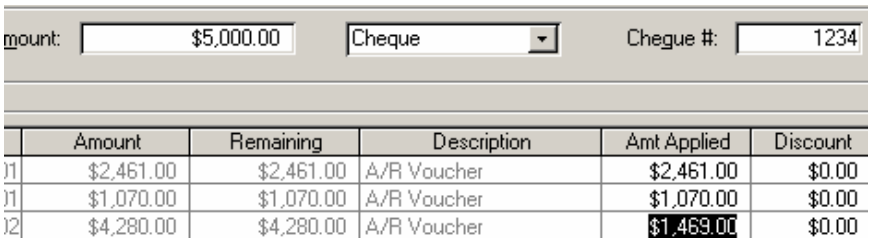
1. If you wish for the system to allocate the funds to outstanding invoices, oldest first, then click on the "**Auto Allocate"** button. The following screen will be displayed:




2. Click Yes to apply the payment to the account; click No to cancel the request
3. If you wish to allocate payments to individual invoices manually, then place your cursor in the "**Amt Applied"** field and the amount of the invoice will default if there is enough on the cheque to pay.

✍ For example:

? The amount of the cheque is $5000.00. You have three invoices outstanding of $2,461.00, $1,070.00, and $4,280.00. By placing your cursor in each of the "**Amt Applied"** fields, it will default to the remaining amount until there isn't enough left on the cheque to pay. In this example, there is an invoice for $4,280.00 outstanding where only $1,469.00 was paid off as that was the amount remaining after selecting the first two invoices.




9.

4. When your cursor is placed in the "**Discount"** field, enter the discount (if one applies). Repeat these steps for any other invoices to which you wish to apply payment until you have used all the funds.

? Repeat these steps for any other invoices to which you wish to apply payment until you have used all the funds.

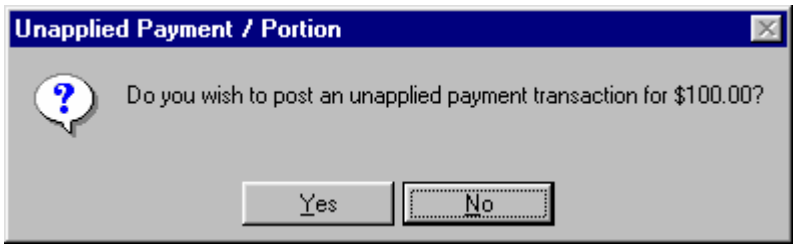
10.

1. If you want to change a line item which is out of the entry window, select the invoice using the Up and Down scroll bars. This will bring the invoice into the viewing area.
2. Either change the discount or amount paid. If you no longer want to apply payment against the invoice, enter zeroes in the **Discount** and **Applied** fields. You can also press <Ctrl> and U (for Undo) simultaneously to clear an entry field.
3. To mark the transaction as complete and save your choices, click the **Process Payment** button.

If you answer **Yes** when asked if all of the entries are correct your payment transaction is then saved and the General Ledger, Customer, Bank Management, and Accounts Receivable files will be updated. You are then returned to the **Customer Code** field to begin another payment record.

## 9.4.2 UNAPPLIED PAYMENTS

You may record all or part of a payment as an unapplied payment. To do so, click on **Process Payment** when the amount applied is less than the total payment amount. The following will display:




If you answer YES, a separate credit A/R transaction will be created for this unapplied amount.

## 9.4.3 RECORDING NSF CHEQUES

If a customer's cheque bounces, do the following to reverse the payment:

1. Open the A/R Record Payments Screen
2. Select the customer from the pick list.
3. Select the "All Items" option to view all current and paid items.

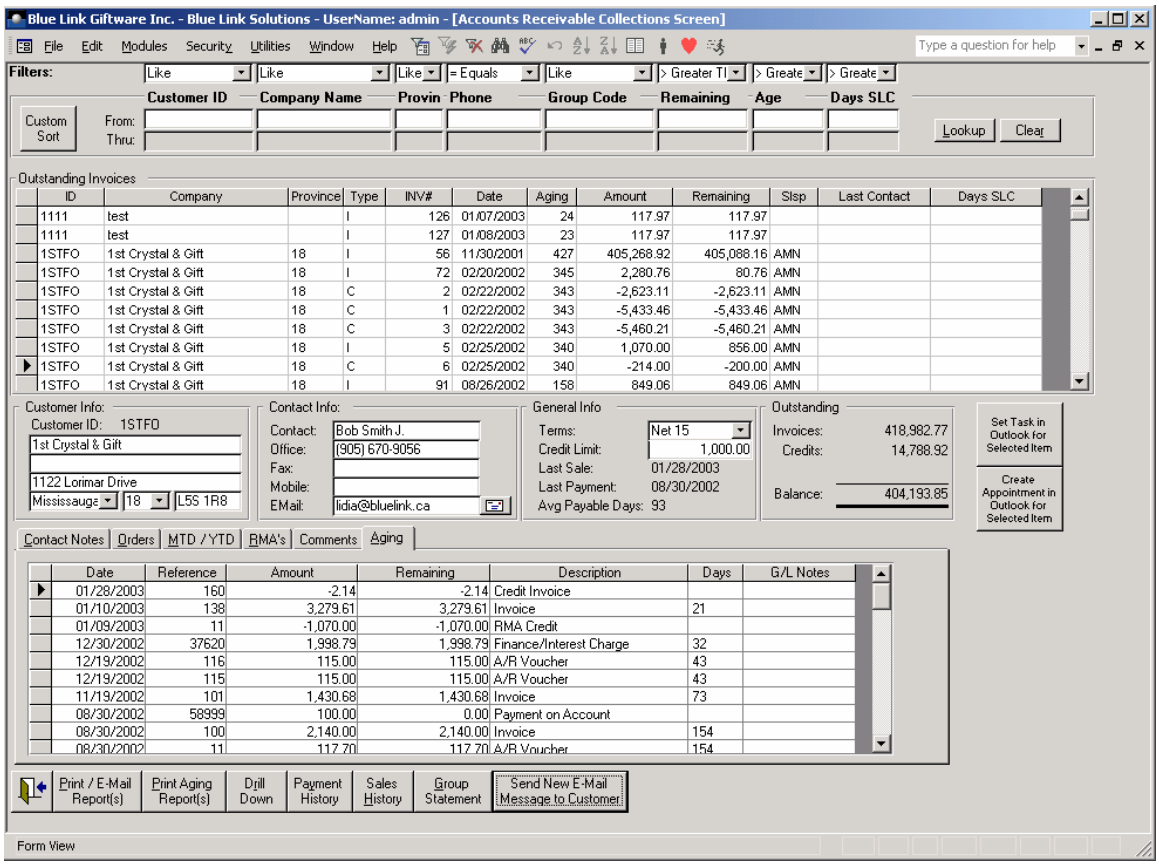
4. Enter the amount of the cheque as a negative dollar amount (i.e. -$100).
5. Record the bad cheque number.
6. In the list of transactions apply the negative amount to the item(s) that had previously been paid.
7. Click Process Payment to restore the original invoice(s) owing.

| Note: | If you aren't sure what item(s) this cheque originally paid, print a customer payment history report. (See **9.1.13 - Payment History Button** for more information.) |
|---|---|

To apply a surcharge to the customer's account for having issued a bad cheque, create an A/R debit memo for the amount of the surcharge. (See **9.3 - Enter/Change A/R Voucher** for more information on entering A/R vouchers.)

# 9.5 Collections Screen

Use this form to view collection information of all of your customers in an easy to view format. You may also use filters to aid in your search for similar types of customers. You may also update information on this screen such as contact notes and it will be added to the customer's file.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Accounts Receivable Collections Screen]
File Edit Modules Security Utilities Window Help
Type a question for help
Filters:
Customer ID
Company Name
Provin
Phone
Group Code
Remaining
Age
Days SLC
Custom Sort
From:
Thru:
Lookup
Clear
Outstanding Invoices
ID Company Province Type INV# Date Aging Amount Remaining Slsp Last Contact Days SLC
1111 test I 126 01/07/2003 24 117.97 117.97
1111 test I 127 01/08/2003 23 117.97 117.97
1STFO 1st Crystal & Gift 18 I 56 11/30/2001 427 405,268.92 405,088.16 AMN
1STFO 1st Crystal & Gift 18 I 72 02/20/2002 345 2,280.76 80.76 AMN
1STFO 1st Crystal & Gift 18 C 2 02/22/2002 343 -2,623.11 -2,623.11 AMN
1STFO 1st Crystal & Gift 18 C 1 02/22/2002 343 -5,433.46 -5,433.46 AMN
1STFO 1st Crystal & Gift 18 C 3 02/22/2002 343 -5,460.21 -5,460.21 AMN
1STFO 1st Crystal & Gift 18 I 5 02/25/2002 340 1,070.00 856.00 AMN
1STFO 1st Crystal & Gift 18 C 6 02/25/2002 340 -214.00 -200.00 AMN
1STFO 1st Crystal & Gift 18 I 91 08/26/2002 158 849.06 849.06 AMN
Customer Info:
Customer ID: 1STFO
1st Crystal & Gift
1122 Lorimar Drive
Mississauga 18 L5S 1R8
Contact Info:
Contact: Bob Smith J.
Office: (905) 670-9056
Fax:
Mobile:
EMail: lidia@bluelink.ca
General Info
Terms: Net 15
Credit Limit: 1,000.00
Last Sale: 01/28/2003
Last Payment: 08/30/2002
Avg Payable Days: 93
Outstanding
Invoices: 418,982.77
Credits: 14,788.92
Balance: 404,193.85
Set Task in Outlook for Selected Item
Create Appointment in Outlook for Selected Item
Contact Notes Orders MTD / YTD RMA's Comments Aging
Date Reference Amount Remaining Description Days G/L Notes
01/28/2003 160 -2.14 -2.14 Credit Invoice
01/10/2003 138 3,279.61 3,279.61 Invoice 21
01/09/2003 11 -1,070.00 -1,070.00 RMA Credit
12/30/2002 37620 1,998.79 1,998.79 Finance/Interest Charge 32
12/19/2002 116 115.00 115.00 A/R Voucher 43
12/19/2002 115 115.00 115.00 A/R Voucher 43
11/19/2002 101 1,430.68 1,430.68 Invoice 73
08/30/2002 58999 100.00 0.00 Payment on Account
08/30/2002 100 2,140.00 2,140.00 Invoice 154
08/30/2002 11 117.70 117.70 A/R Voucher 154
Print / E-Mail Report(s)
Print Aging Report(s)
Drill Down
Payment History
Sales History
Group Statement
Send New E-Mail Message to Customer
Form View

**Filters**

The following fields are available for filtering:

- Customer ID
- Company Name
- Prov – the province or state or county
- Phone – enter without the mask
- Group Code – this is the Group Code found on the Phone #'s tab of Enter / Change Customer
- Remaining – the invoice amount remaining to be paid
- Age – age of the invoice
- Days SLC – this stands for Days Since Last Contacted - this is calculated based on the last time this customer has a record entered for them in contact notes.

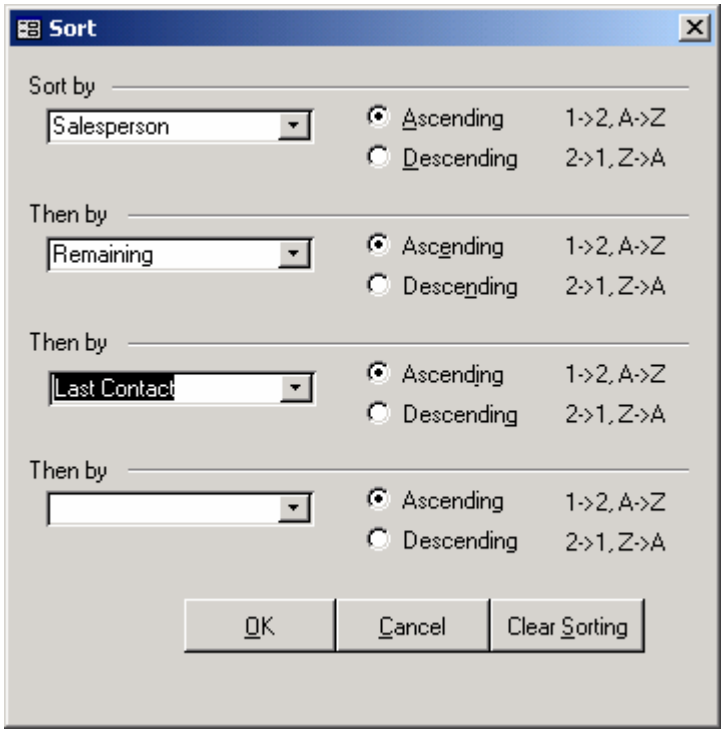
You may filter the information based on the following filter methods:

- Like
- Includes
- =Equals
- > Greater Than
- < Less Than

? Between – note when this is selected the Thru field is enabled.

Once you have the data selected that you want to filter select the Lookup button on the far right.

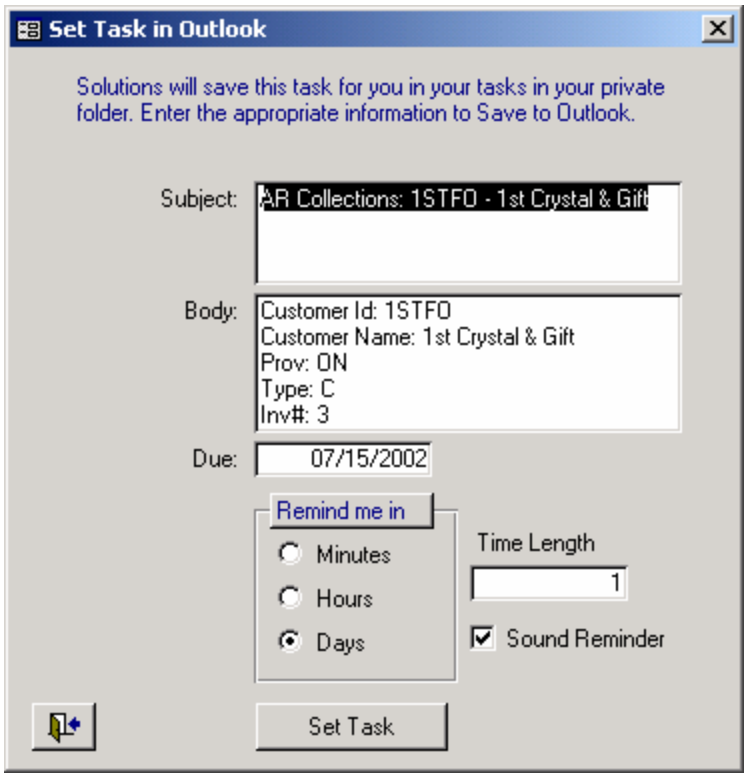
**Custom Sort**
In combination with or separate to filtering the information, you may also sort how the outstanding invoice information is presented.




It will sort by the first field you select, then by the second, third, and fourth.

## *Outlook*

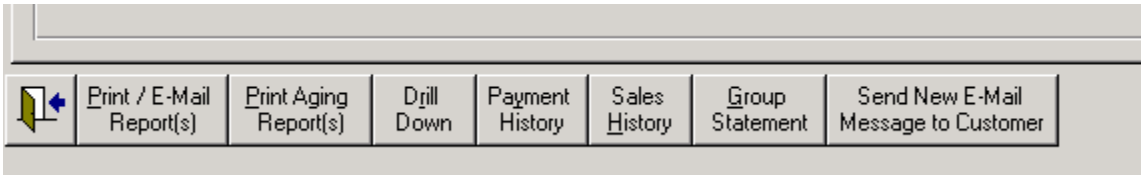
**Set Task in Outlook for selected item**
By selecting a field on the outstanding information and then selecting this option, you can create a task in Outlook that contains various pieces of information from this transaction so that you do not have to retype it.




**Create Appointment in Outlook for Selected Item**
This will perform a similar function as the task above but instead will block off time on your calendar for the item selected.

## *Buttons*

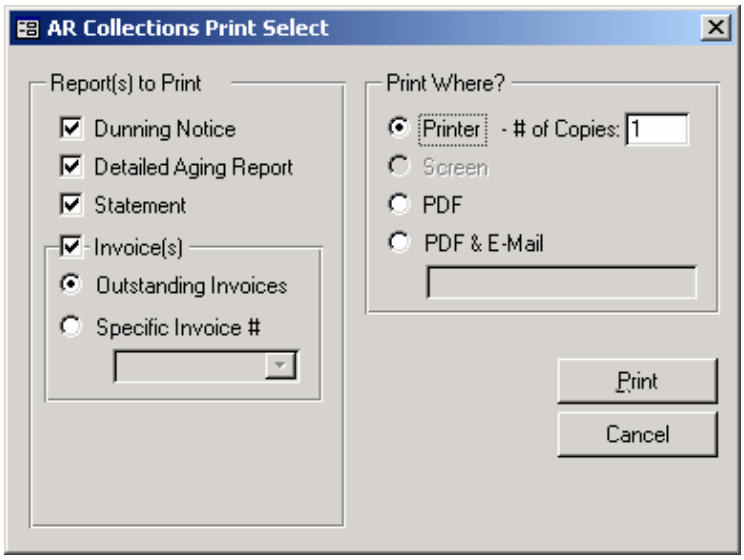
You have the option to print reports or view information that is available elsewhere in the Accounts Receivable module but may be more convenient to print or view from here.




**Print / E-Mail Report(s)**
With this option you can select to print various reports for this selected customer.

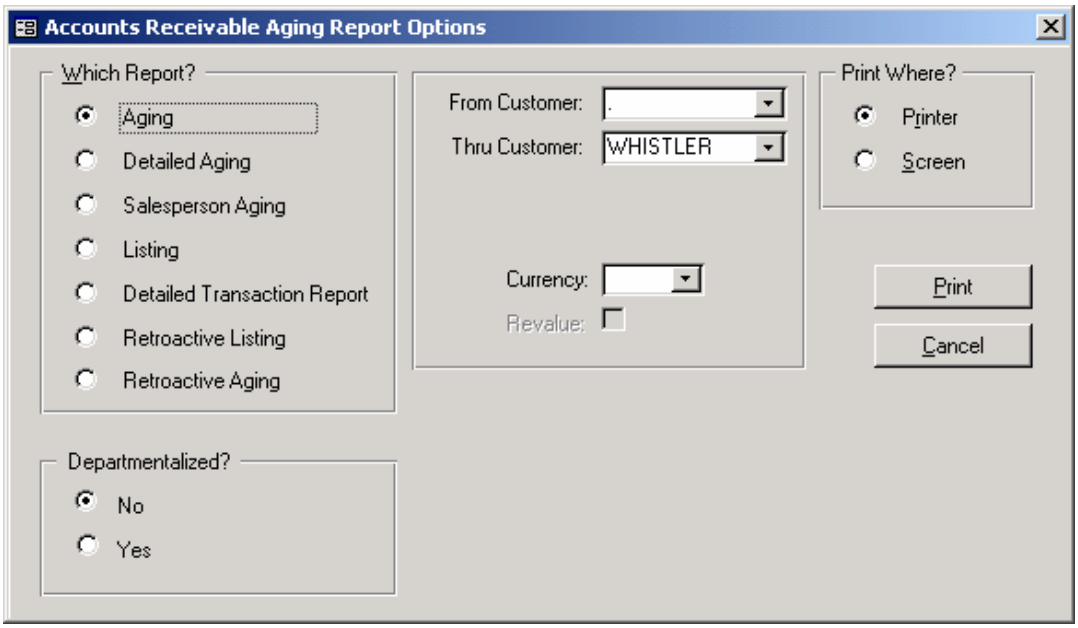
- Dunning Notice – a custom letter stating how much they owe
- Detailed Aging Report – this will show each invoice they owe presented in an aging format
- Statement – this is a statement of their account
- Invoices
  - Outstanding – this will be a reprint of all of the invoices that they owe money for, in the case that they claim that they lost the invoice and as a result couldn't pay.
  - Specific Invoice – select one
- Print Where?
  - Printer
  - Screen – you can only print to screen if you have one item selected
  - PDF – if you have a licensed copy of DocuCom PDF Driver and have set it up in **System**

**Maintenance | System Master | Data Entry & Other Defaults** (see Chapter 6 for details), then you can create a PDF file with the option of emailing it.



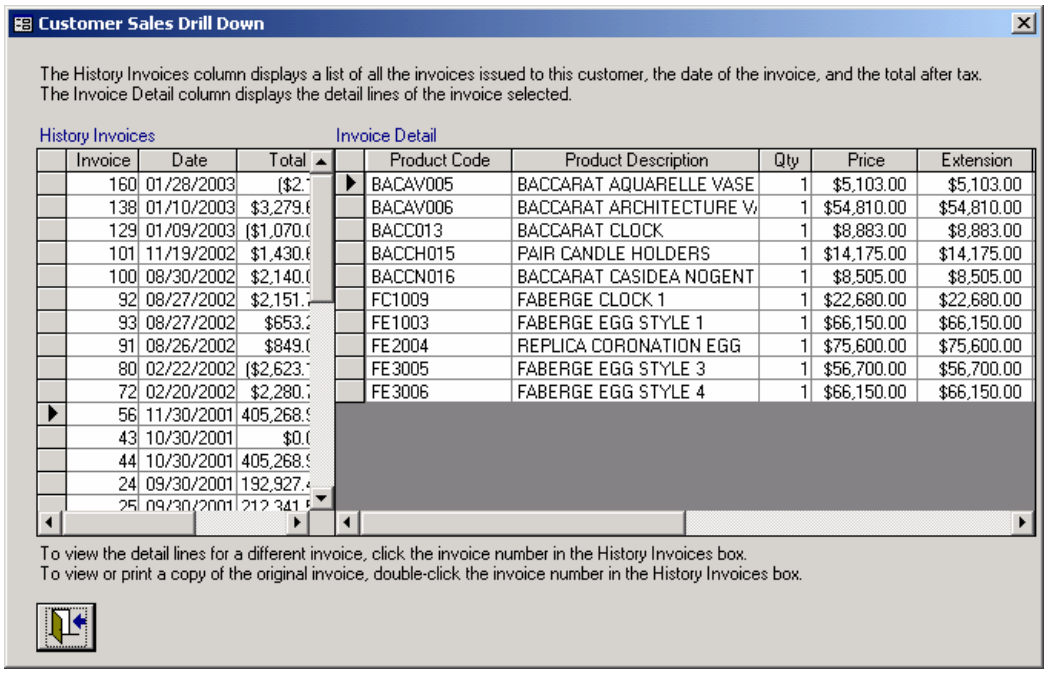

**Print Aging Reports**

This report option is described later in this chapter under Print Aging Reports.

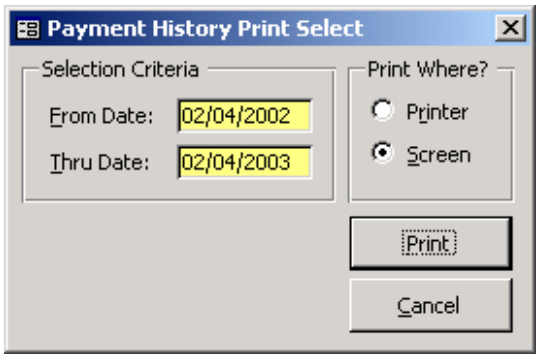



**Drill Down**

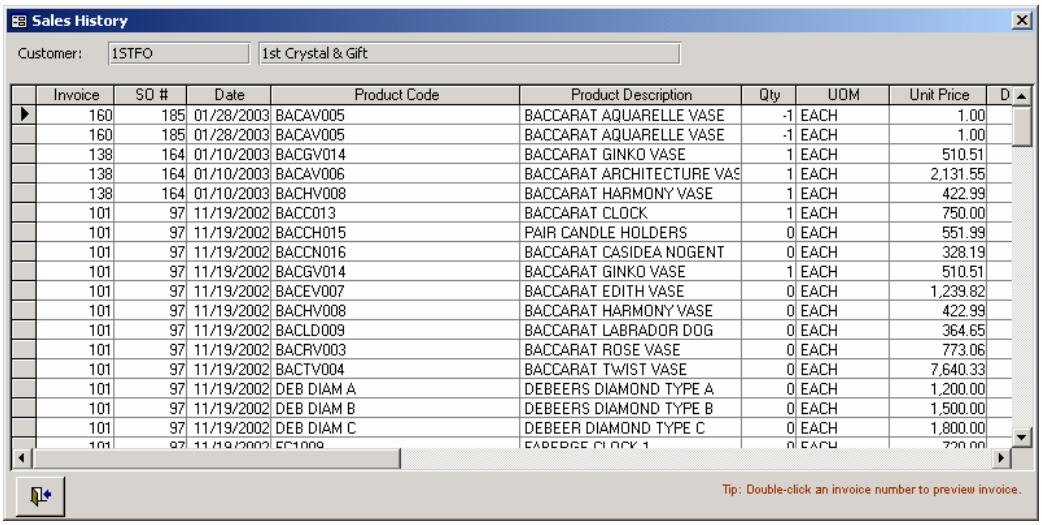
This is a drill down of the selected customer's sales history as described in the section on Enter / Change Customer.


Customer Sales Drill Down
The History Invoices column displays a list of all the invoices issued to this customer, the date of the invoice, and the total after tax.
The Invoice Detail column displays the detail lines of the invoice selected.
History Invoices
Invoice Detail
Invoice
Date
Total
160 01/28/2003
138 01/10/2003 $3,279.
129 01/09/2003 ($1,070.
101 11/19/2002 $1,430.
100 08/30/2002 $2,140.
92 08/27/2002 $2,151.
93 08/27/2002 $653.
91 08/26/2002 $849.
80 02/22/2002 ($2,623.
72 02/20/2002 $2,280.
56 11/30/2001 405,268.
43 10/30/2001 $0.
44 10/30/2001 405,268.
24 09/30/2001 192,927.
Product Code
Product Description
Qty
Price
Extension
BACAV005 BACCARAT AQUARELLE VASE 1 $5,103.00 $5,103.00
BACAV006 BACCARAT ARCHITECTURE V 1 $54,810.00 $54,810.00
BACC013 BACCARAT CLOCK 1 $8,883.00 $8,883.00
BACCH015 PAIR CANDLE HOLDERS 1 $14,175.00 $14,175.00
BACCN016 BACCARAT CASIDEA NOGENT 1 $8,505.00 $8,505.00
FC1009 FABERGE CLOCK 1 1 $22,680.00 $22,680.00
FE1003 FABERGE EGG STYLE 1 1 $66,150.00 $66,150.00
FE2004 REPLICA CORONATION EGG 1 $75,600.00 $75,600.00
FE3005 FABERGE EGG STYLE 3 1 $56,700.00 $56,700.00
FE3006 FABERGE EGG STYLE 4 1 $66,150.00 $66,150.00
To view the detail lines for a different invoice, click the invoice number in the History Invoices box.
To view or print a copy of the original invoice, double-click the invoice number in the History Invoices box.

**Payment History**
Print the payment history for the selected customer based on the date range.



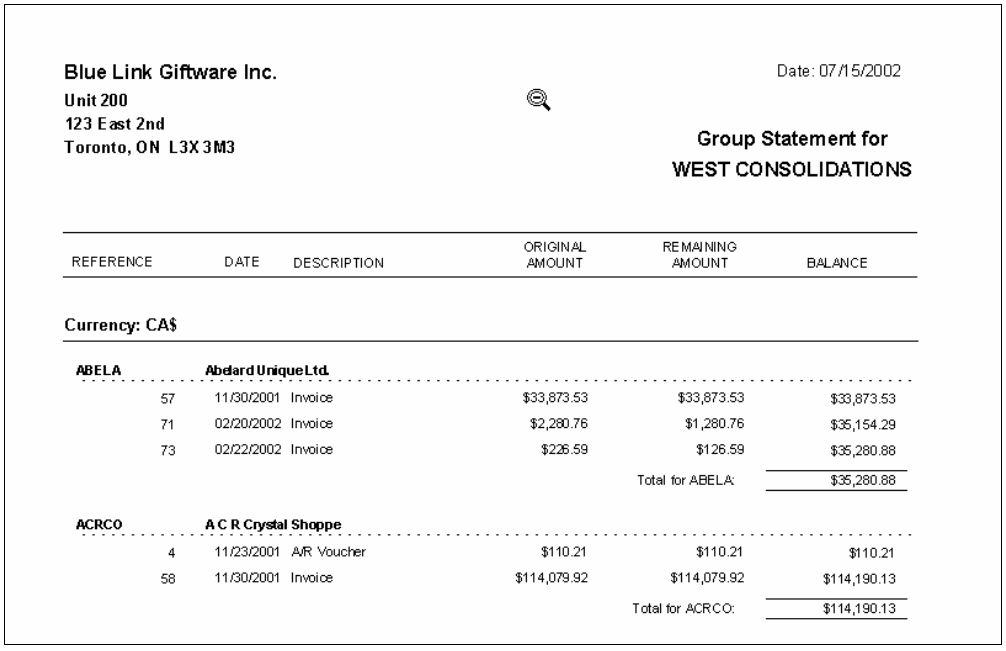

**Sales History**
View the sales history for this customer.




| Invoice | SO # | Date | Product Code | Product Description | Qty | UOM | Unit Price | D |
|---|---|---|---|---|---|---|---|---|
| 160 | 185 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 1.00 | |
| 160 | 185 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 1.00 | |
| 138 | 164 | 01/10/2003 | BACGV014 | BACCARAT GINKO VASE | 1 | EACH | 510.51 | |
| 138 | 164 | 01/10/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 138 | 164 | 01/10/2003 | BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | 422.99 | |
| 101 | 97 | 11/19/2002 | BACC013 | BACCARAT CLOCK | 1 | EACH | 750.00 | |
| 101 | 97 | 11/19/2002 | BACCH015 | PAIR CANDLE HOLDERS | 0 | EACH | 551.99 | |
| 101 | 97 | 11/19/2002 | BACCN016 | BACCARAT CASIDEA NOGENT | 0 | EACH | 328.19 | |
| 101 | 97 | 11/19/2002 | BACGV014 | BACCARAT GINKO VASE | 1 | EACH | 510.51 | |
| 101 | 97 | 11/19/2002 | BACEV007 | BACCARAT EDITH VASE | 0 | EACH | 1,239.82 | |
| 101 | 97 | 11/19/2002 | BACHV008 | BACCARAT HARMONY VASE | 0 | EACH | 422.99 | |
| 101 | 97 | 11/19/2002 | BACLD009 | BACCARAT LABRADOR DOG | 0 | EACH | 364.65 | |
| 101 | 97 | 11/19/2002 | BACRV003 | BACCARAT ROSE VASE | 0 | EACH | 773.06 | |
| 101 | 97 | 11/19/2002 | BACTV004 | BACCARAT TWIST VASE | 0 | EACH | 7,640.33 | |
| 101 | 97 | 11/19/2002 | DEB DIAM A | DEBEERS DIAMOND TYPE A | 0 | EACH | 1,200.00 | |
| 101 | 97 | 11/19/2002 | DEB DIAM B | DEBEERS DIAMOND TYPE B | 0 | EACH | 1,500.00 | |
| 101 | 97 | 11/19/2002 | DEB DIAM C | DEBEER DIAMOND TYPE C | 0 | EACH | 1,800.00 | |

**Group Statement**

If the customer selected is setup with a Group Code (see the section on **Enter / Change Customer | Phone#'s** tab, for information on setting up Group Codes) you can print a Group Statement.



Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3X 3M3

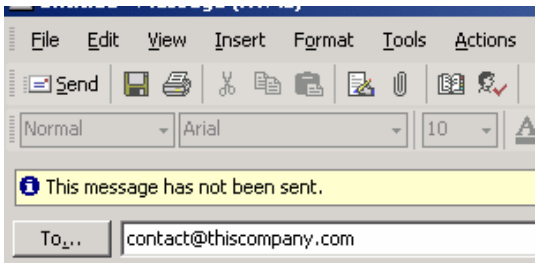
Date: 07/15/2002

Group Statement for
WEST CONSOLIDATIONS

| REFERENCE | DATE | DESCRIPTION | ORIGINAL AMOUNT | REMAINING AMOUNT | BALANCE |
|---|---|---|---|---|---|
| **Currency: CA$** | | | | | |
| **ABELA** | **Abelard Unique Ltd.** | | | | |
| 57 | 11/30/2001 | Invoice | $33,873.53 | $33,873.53 | $33,873.53 |
| 71 | 02/20/2002 | Invoice | $2,280.76 | $1,280.76 | $35,154.29 |
| 73 | 02/22/2002 | Invoice | $226.59 | $126.59 | $35,280.88 |
| | | | | Total for ABELA: | $35,280.88 |
| **ACRCO** | **A C R Crystal Shoppe** | | | | |
| 4 | 11/23/2001 | A/R Voucher | $110.21 | $110.21 | $110.21 |
| 58 | 11/30/2001 | Invoice | $114,079.92 | $114,079.92 | $114,190.13 |
| | | | | Total for ACRCO: | $114,190.13 |

**Send New E-Mail Message to Customer**

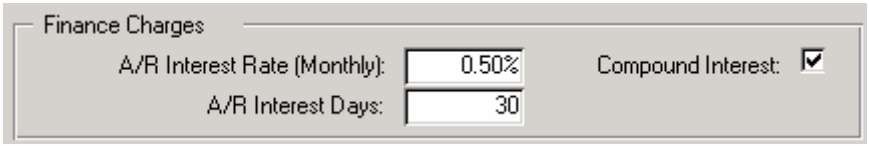
Create a new email message with the email address that is found in the Contact Info section of this collections screen.



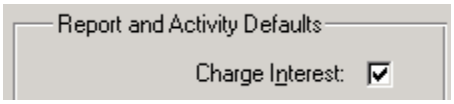
# 9.6 Charge Interest

The charge interest function will levy interest charges on overdue A/R balances using the rules you've defined in the system interface for customers you've configured to allow interest charges.

The system interface options define the monthly interest charge (A/R Interest Rate) and the number of days an invoice should be overdue before interest charges are applied (A/R Interest Days).

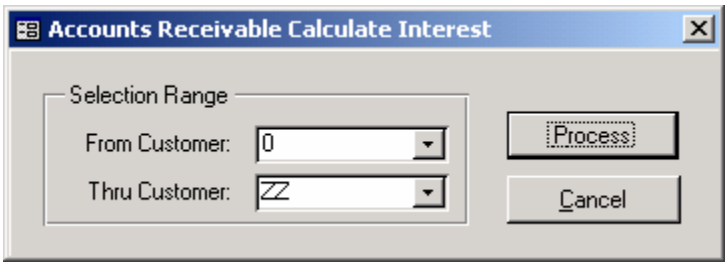



The "charge interest" checkbox in the customer defaults tab determines whether or not a particular customer will be included when interest charges are levied.

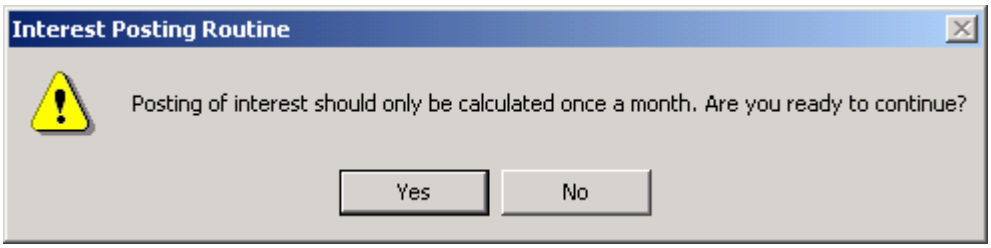



| | |
|---|---|
| **CAUTION:** | Run this program once per month on the day you want to apply the interest charges. This function does not keep track of who has been charged interest during what period; as a result, it will charge interest every time it is run. Be careful not to run it for the same customer more than once in a given time frame. |

Use this function to add in interest charges **before** printing financial statements or customer statements.




1. The date will default to the current system date.
2. You may select which customer or range of customer to charge interest
3. Click the **Process** button. The following screen will be displayed:




1. Click Yes to continue posting the interest charges; click No to cancel the request

No other action is required and the program will automatically create the appropriate interest line items.

| Note: | Interest is not calculated on accounts with credit balances. |
|---|---|

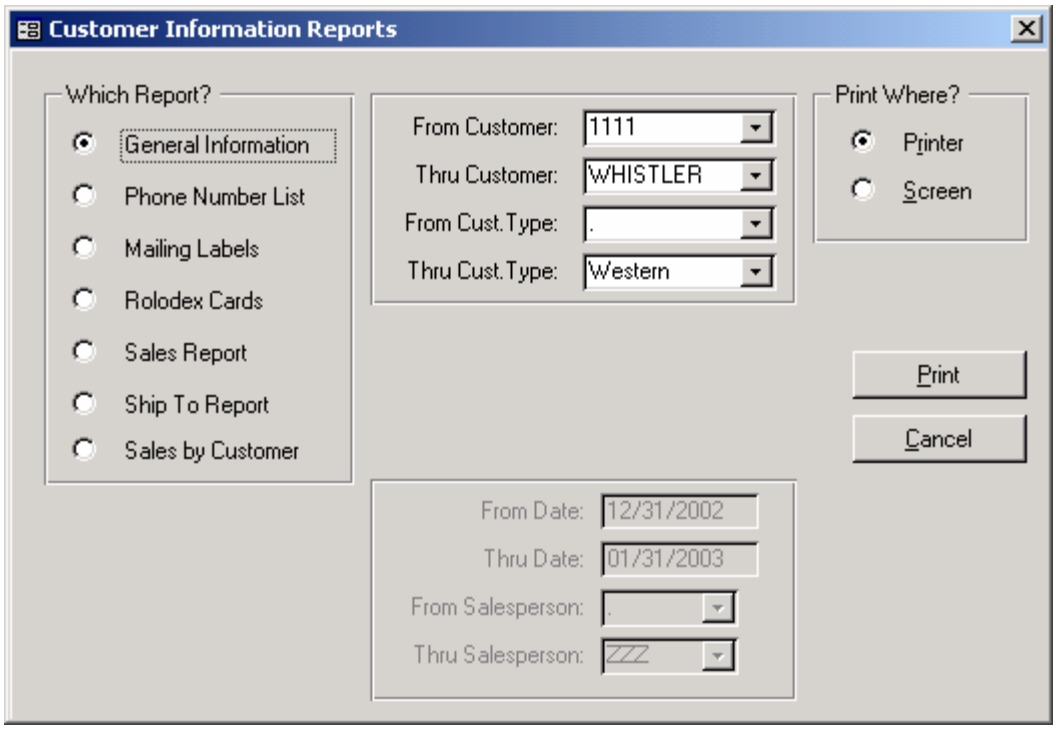
The function only applies interest to customers if **Interest** is checked in the Customer file.

Make sure that you have first set up the appropriate parameters in **System Maintenance | System Master | Company Information**. These include the interest rate, the number of days until delinquent, the compound interest flag, and the General Ledger account number for interest revenue charged.

Creating interest line items for your customers automatically updates the next invoice number, updates the invoice balance in the Customer file, adds finance charge records to the Accounts Receivable transaction file, and posts to the General Ledger and the Credit Sales Journal.

# 9.7 Print Customer Information Reports

This function prints various customer information reports.




**General Information**
This report prints a listing of address and contact information from the Customer file. The report does not include phone numbers.

Please note: The General Information report will only print customers that have classes set up in the customer file.

**Phone Number List**
This report prints the company name, contact name, main phone number and fax number.

**Mailing Labels**
This report prints customer address information on standard mailing labels. When this choice is active, you can choose also "Which Type of Label?"

1 across: for Tractor-feed labels
Labels: 4" by 1.4375"

3 across: for Laser sheet-fed labels (use Avery™ 5160)
Labels: 1" high, 2.63" wide
Margins: .5" top and bottom; .25" left and right
No. of Labels per page: 3 across by 10 down

**Rolodex Cards**
This report prints the Customer address, contact, and telephone information on standard Rolodex cards.

**Note:** This report has been designed for use with standard **Avery™** Rolodex card paper.

**Sales Report**
This report provides customer name and currency, and the Gross Sales and COGS (Cost of Goods Sold) figures for MTD (Month to date), YTD (Year to date) and LYR (Last year).

**Ship To**
This report lists all shipping addresses on file for the selected customer or customers.

**Customer Type Filters**
You may limit your report by entering a range of Customer Codes and/or type codes. If you do not change the defaults, the program will print all the customers.

**Sales by Customer**

This report will list all customers by currency. It will detail each invoice by date, product, quantity, and $ amount. You may select a date range.

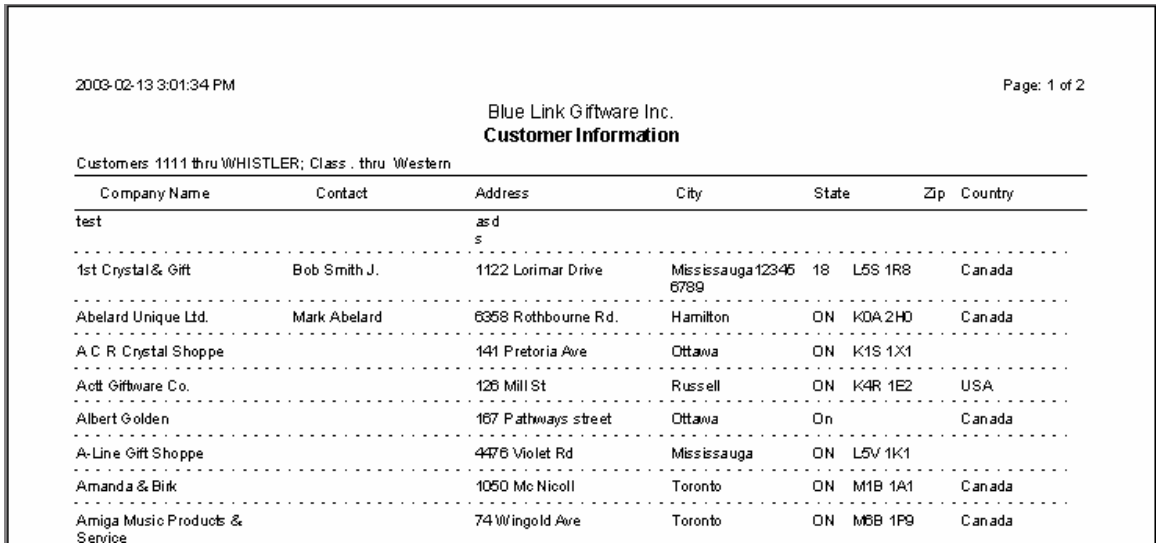
Note: If you request a report for a customer with no data, you will see the following message:

Note: The General Information report will only print customers that have classes set up in the customer file.

Any of the above reports may be printed to the printer or previewed on screen.

## *Sample Reports*

**General Customer Information**



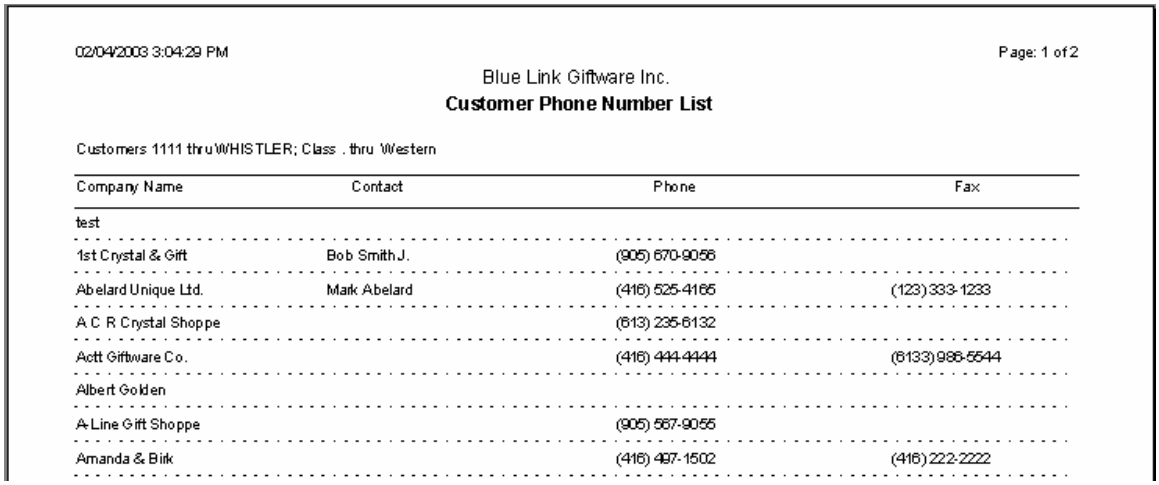
2003-02-13 3:01:34 PM Page: 1 of 2

Blue Link Giftware Inc.
**Customer Information**

Customers 1111 thru WHISTLER; Class . thru Western

| Company Name | Contact | Address | City | State | Zip | Country |
|---|---|---|---|---|---|---|
| test | | asd s | | | | |
| 1st Crystal & Gift | Bob Smith J. | 1122 Lorimar Drive | Mississauga 12345 6789 | 18 | L5S 1R8 | Canada |
| Abelard Unique Ltd. | Mark Abelard | 6358 Rothbourne Rd. | Hamilton | ON | K0A 2H0 | Canada |
| A C R Crystal Shoppe | | 141 Pretoria Ave | Ottawa | ON | K1S 1X1 | |
| Actt Giftware Co. | | 126 Mill St | Russell | ON | K4R 1E2 | USA |
| Albert Golden | | 167 Pathways street | Ottawa | On | | Canada |
| A-Line Gift Shoppe | | 4476 Violet Rd | Mississauga | ON | L5V 1K1 | |
| Amanda & Birk | | 1050 Mc Nicoll | Toronto | ON | M1B 1A1 | Canada |
| Amiga Music Products & Service | | 74 Wingold Ave | Toronto | ON | M6B 1P9 | Canada |

**Customer Phone Number List**



02/04/2003 3:04:29 PM Page: 1 of 2

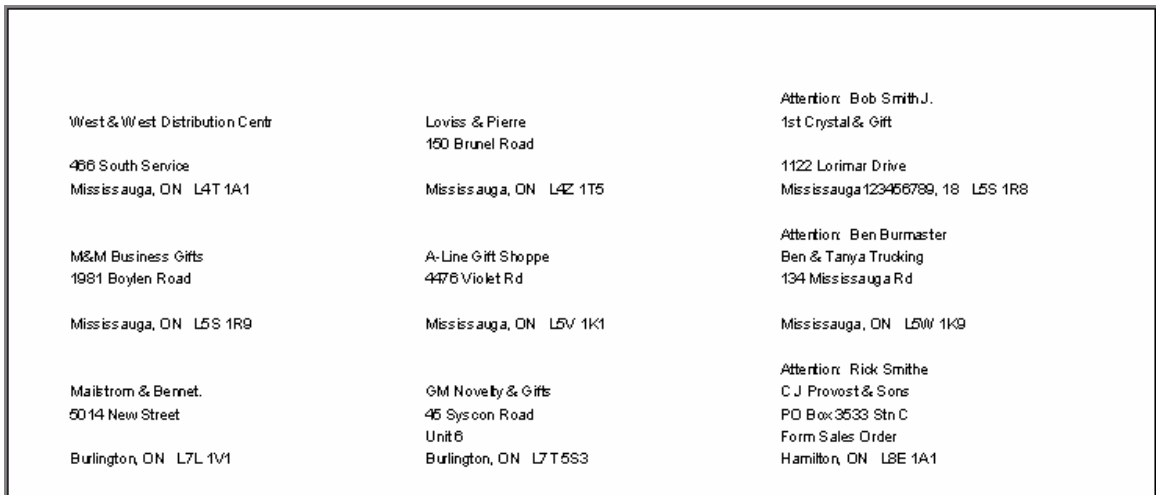
Blue Link Giftware Inc.

**Customer Phone Number List**

Customers 1111 thru WHISTLER; Class . thru Western

| Company Name | Contact | Phone | Fax |
|---|---|---|---|
| test | | | |
| 1st Crystal & Gift | Bob Smith J. | (905) 670-9056 | |
| Abelard Unique Ltd. | Mark Abelard | (416) 525-4165 | (123) 333-1233 |
| A C R Crystal Shoppe | | (613) 235-6132 | |
| Actt Giftware Co. | | (416) 444-4444 | (6133) 986-5544 |
| Albert Golden | | | |
| A-Line Gift Shoppe | | (905) 567-9055 | |
| Amanda & Birk | | (416) 497-1502 | (416) 222-2222 |

**Mailing Labels and Rolodex**



West & West Distribution Centr
466 South Service
Mississauga, ON L4T 1A1

M&M Business Gifts
1981 Boylen Road

Mississauga, ON L5S 1R9

Mailstrom & Bennet.
5014 New Street

Burlington, ON L7L 1V1

Loviss & Pierre
150 Brunel Road

Mississauga, ON L4Z 1T5

A-Line Gift Shoppe
4476 Violet Rd

Mississauga, ON L5V 1K1

GM Novelty & Gifts
46 Syscon Road
Unit 6
Burlington, ON L7T 5S3

Attention: Bob Smith J.
1st Crystal & Gift

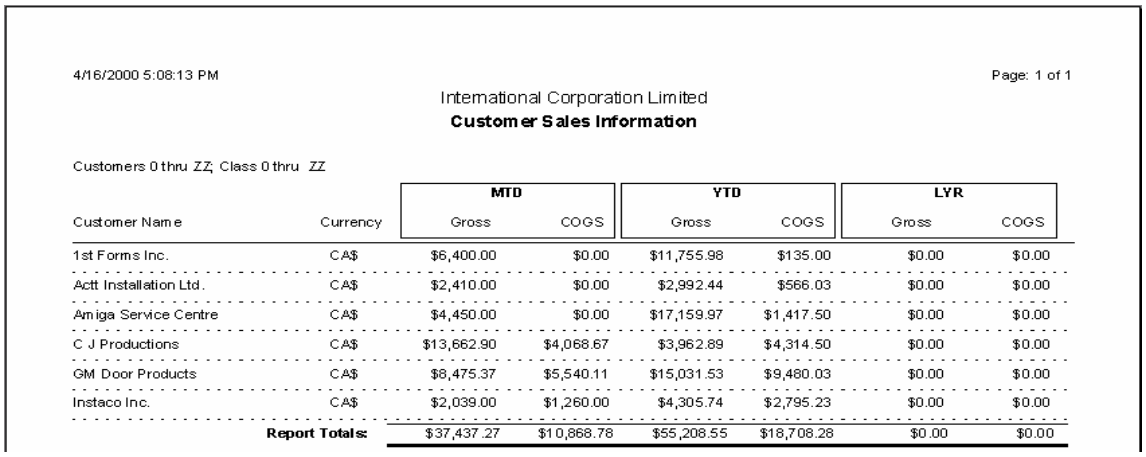
1122 Lorimar Drive
Mississauga123456789, 18 L5S 1R8

Attention: Ben Burmaster
Ben & Tanya Trucking
134 Mississauga Rd

Mississauga, ON L5W 1K9

Attention: Rick Smithe
C J Provost & Sons
PO Box 3533 Stn C
Form Sales Order
Hamilton, ON L8E 1A1

**Sales Report**



4/16/2000 5:08:13 PM Page: 1 of 1

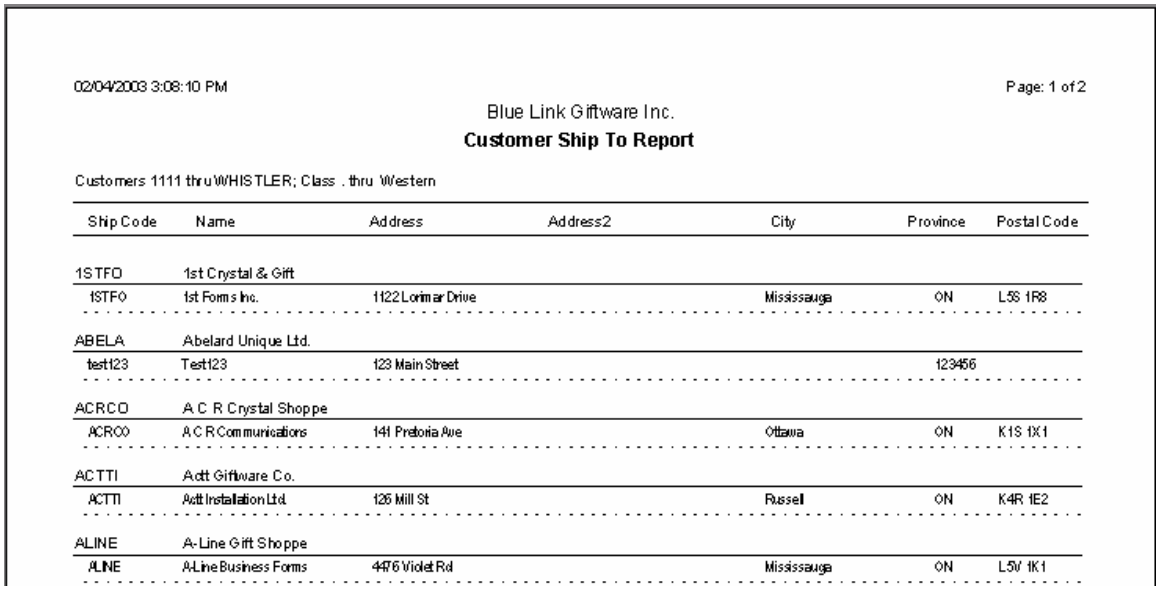
International Corporation Limited

**Customer Sales Information**

Customers 0 thru ZZ; Class 0 thru ZZ

| Customer Name | Currency | MTD Gross | MTD COGS | YTD Gross | YTD COGS | LYR Gross | LYR COGS |
|---|---|---|---|---|---|---|---|
| 1st Forms Inc. | CA$ | $6,400.00 | $0.00 | $11,755.98 | $135.00 | $0.00 | $0.00 |
| Actt Installation Ltd. | CA$ | $2,410.00 | $0.00 | $2,992.44 | $566.03 | $0.00 | $0.00 |
| Amiga Service Centre | CA$ | $4,450.00 | $0.00 | $17,159.97 | $1,417.50 | $0.00 | $0.00 |
| C J Productions | CA$ | $13,662.90 | $4,068.67 | $3,962.89 | $4,314.50 | $0.00 | $0.00 |
| GM Door Products | CA$ | $8,475.37 | $5,540.11 | $15,031.53 | $9,480.03 | $0.00 | $0.00 |
| Instaco Inc. | CA$ | $2,039.00 | $1,260.00 | $4,305.74 | $2,795.23 | $0.00 | $0.00 |
| **Report Totals:** | | $37,437.27 | $10,868.78 | $55,208.55 | $18,708.28 | $0.00 | $0.00 |

**Customer Ship To Information**



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Blue Link Giftware Inc.

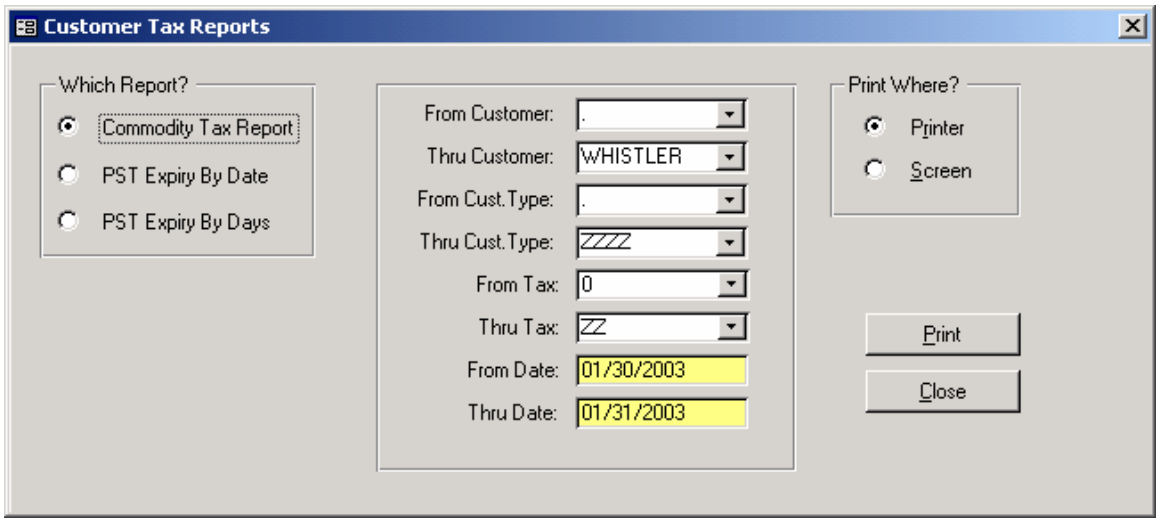
**Customer Ship To Report**

Customers 1111 thru WHISTLER; Class . thru Western

| Ship Code | Name | Address | Address2 | City | Province | Postal Code |
|---|---|---|---|---|---|---|
| 1STFO | 1st Crystal & Gift | | | | | |
| 1STFO | 1st Forms Inc. | 1122 Lorimar Drive | | Mississauga | ON | L5S 1R8 |
| ABELA | Abelard Unique Ltd. | | | | | |
| test123 | Test123 | 123 Main Street | | | 123456 | |
| ACRCO | A C R Crystal Shoppe | | | | | |
| ACRCO | A C R Communications | 141 Pretoria Ave | | Ottawa | ON | K1S 1X1 |
| ACTTI | Actt Giftware Co. | | | | | |
| ACTTI | Actt Installation Ltd. | 126 Mill St | | Russell | ON | K4R 1E2 |
| ALINE | A-Line Gift Shoppe | | | | | |
| ALINE | A-Line Business Forms | 4476 Violet Rd | | Mississauga | ON | L5V 1K1 |

## 9.7.1 PRINT CUSTOMER TAX REPORTS

Use this function to print customer tax reports including, Commodity Tax Report, PST Expiry by Date and PST Expiry by Days.

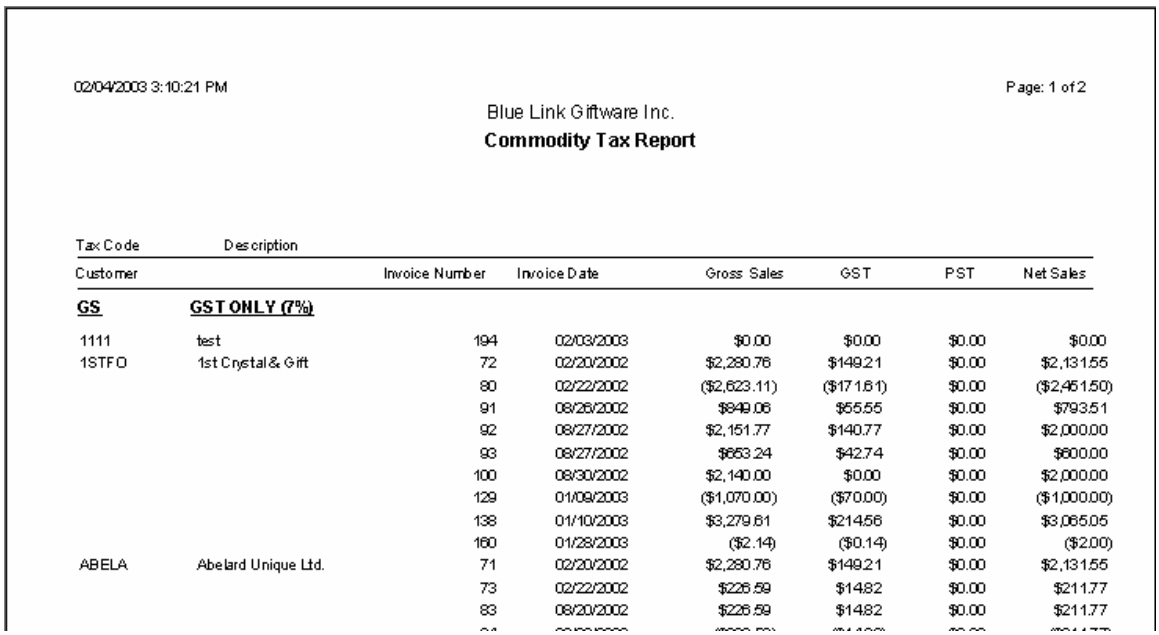



For each of the reports you can select for a range of customers, classes and tax codes or individual records.

## 9.7.2 COMMODITY TAX REPORT

This report prints by tax authority all invoices that have been recorded for a customer. This report can be selected for a date range.

You may also select a date range to run this report.



02/04/2003 3:10:21 PM Page: 1 of 2

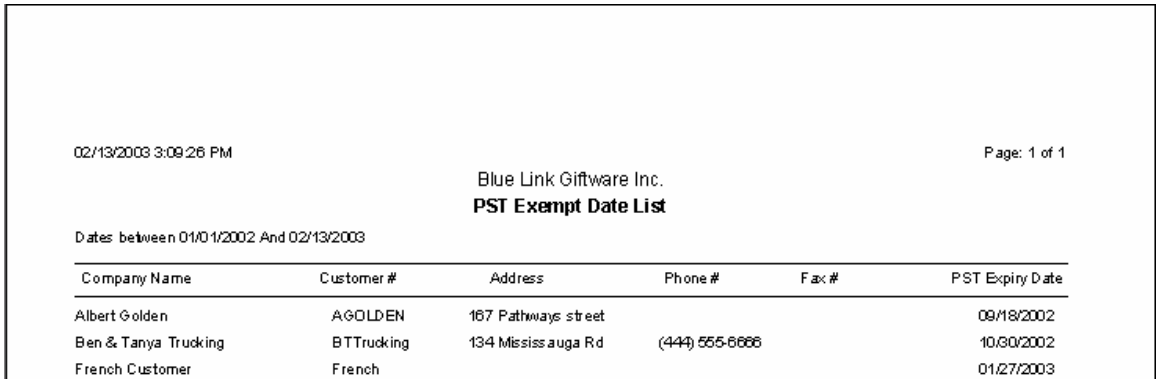
Blue Link Giftware Inc.

**Commodity Tax Report**

| Tax Code / Customer | Description | Invoice Number | Invoice Date | Gross Sales | GST | PST | Net Sales |
|---|---|---|---|---|---|---|---|
| **GS** | **GST ONLY (7%)** | | | | | | |
| 1111 | test | 194 | 02/03/2003 | $0.00 | $0.00 | $0.00 | $0.00 |
| 1STFO | 1st Crystal & Gift | 72 | 02/20/2002 | $2,280.76 | $149.21 | $0.00 | $2,131.55 |
| | | 80 | 02/22/2002 | ($2,623.11) | ($171.61) | $0.00 | ($2,451.50) |
| | | 91 | 08/26/2002 | $849.06 | $55.55 | $0.00 | $793.51 |
| | | 92 | 08/27/2002 | $2,151.77 | $140.77 | $0.00 | $2,000.00 |
| | | 93 | 08/27/2002 | $863.24 | $42.74 | $0.00 | $800.00 |
| | | 100 | 08/30/2002 | $2,140.00 | $0.00 | $0.00 | $2,000.00 |
| | | 129 | 01/09/2003 | ($1,070.00) | ($70.00) | $0.00 | ($1,000.00) |
| | | 138 | 01/10/2003 | $3,279.61 | $214.56 | $0.00 | $3,065.05 |
| | | 160 | 01/28/2003 | ($2.14) | ($0.14) | $0.00 | ($2.00) |
| ABELA | Abelard Unique Ltd. | 71 | 02/20/2002 | $2,280.76 | $149.21 | $0.00 | $2,131.55 |
| | | 73 | 02/22/2002 | $226.59 | $14.82 | $0.00 | $211.77 |
| | | 83 | 08/20/2002 | $226.59 | $14.82 | $0.00 | $211.77 |

## 9.7.3 PST EXPIRY BY DATE

This report prints a listing of customer's who have a PST certificate that will expire within a specified date range.



02/13/2003 3:09:26 PM Page: 1 of 1

Blue Link Giftware Inc.

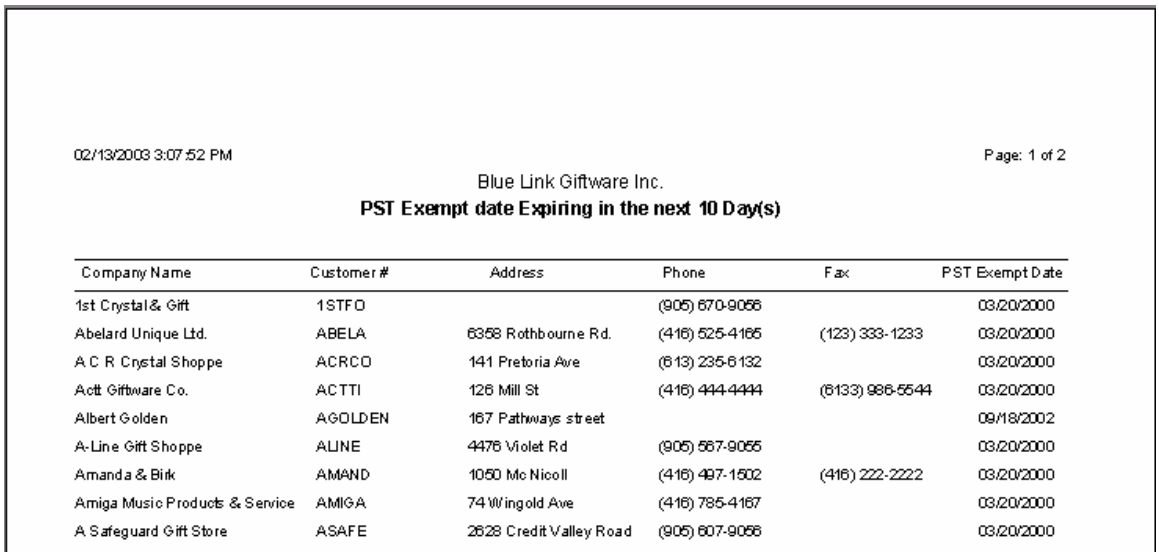
**PST Exempt Date List**

Dates between 01/01/2002 And 02/13/2003

| Company Name | Customer # | Address | Phone # | Fax # | PST Expiry Date |
|---|---|---|---|---|---|
| Albert Golden | AGOLDEN | 167 Pathways street | | | 09/18/2002 |
| Ben & Tanya Trucking | BTTrucking | 134 Mississauga Rd | (444) 555-6666 | | 10/30/2002 |
| French Customer | French | | | | 01/27/2003 |

## 9.7.4 PST EXPIRY BY DAYS

This report prints a listing of customer's who have a PST certificate that will expire within the specified number of days.



02/13/2003 3:07:52 PM Page: 1 of 2

Blue Link Giftware Inc.

**PST Exempt date Expiring in the next 10 Day(s)**

| Company Name | Customer # | Address | Phone | Fax | PST Exempt Date |
|---|---|---|---|---|---|
| 1st Crystal & Gift | 1STFO | | (905) 670-9056 | | 03/20/2000 |
| Abelard Unique Ltd. | ABELA | 6358 Rothbourne Rd. | (416) 525-4165 | (123) 333-1233 | 03/20/2000 |
| A C R Crystal Shoppe | ACRCO | 141 Pretoria Ave | (613) 235-6132 | | 03/20/2000 |
| Actt Giftware Co. | ACTTI | 126 Mill St | (416) 444-4444 | (6133) 986-5544 | 03/20/2000 |
| Albert Golden | AGOLDEN | 167 Pathways street | | | 09/18/2002 |
| A-Line Gift Shoppe | ALINE | 4476 Violet Rd | (905) 567-9055 | | 03/20/2000 |
| Amanda & Birk | AMAND | 1050 Mc Nicoll | (416) 497-1502 | (416) 222-2222 | 03/20/2000 |
| Amiga Music Products & Service | AMIGA | 74 Wingold Ave | (416) 785-4167 | | 03/20/2000 |
| A Safeguard Gift Store | ASAFE | 2628 Credit Valley Road | (905) 607-9056 | | 03/20/2000 |

# 9.8 Print Aging Reports

Use this function to print aging reports for one customer or for a list of customers. This report prints in a landscape format that enables the entire company name and all other information to be displayed.

**Which Report?**
You can chose from one of six types of reports:

1. Aging
2. Detailed Aging
3. Salesperson Aging
4. Listing
5. Detailed Transaction Report
6. Retroactive Listing
7. Retroactive Aging

**Departmentalized?**
Enter a department to limit the report to departments selected when sales orders were entered. Note: sales orders not assigned to a department will be omitted when a range of departments is selected.

**Detail/Summary and 'As At' Date**
When you select a Retroactive Listing, you are given the choice to view all the details or just a summary. Take the checkmark away from the Detail box to see a summary report. You can also select the "as at" date for printing of transactions.

**From/Thru Customer Codes**
If you leave the defaults of "0" and "ZZ", all customers will print. You can also limit the report by entering a range of customer codes.

**Currency?**
If you are using multiple currencies, you have the following options:

1. Leave this field blank to see all data in your Home currency (usually Canadian dollars)

2. You can also choose a specific currency by using the drop down listing. This option will only print the Customers who have that particular currency defined in the customer listing.

**Revalue**
With this option checked, you will see a Retroactive Report showing the original transaction valued Canadian dollars, the value in Canadian dollars at the current exchange rate and the difference between the two values.

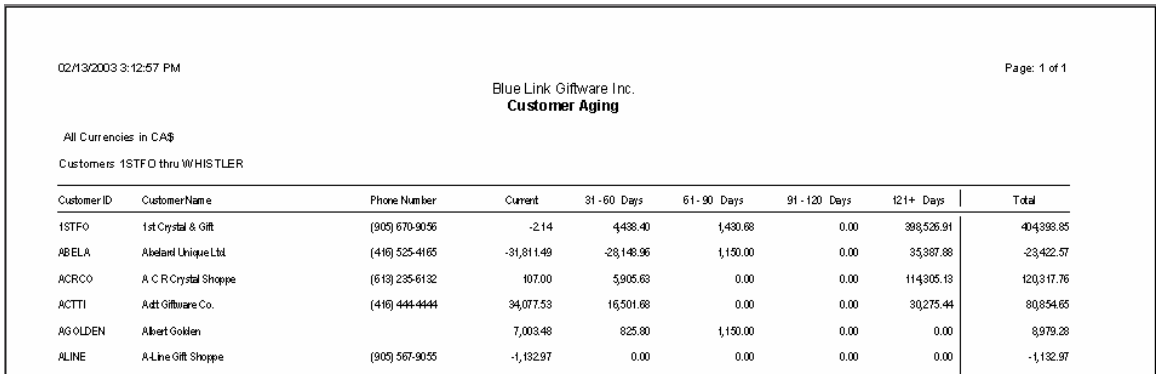
**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## 9.8.1 ACCOUNTS RECEIVABLE AGING REPORT

The aging report lists the outstanding balances owing for each customer. The aging periods listed are those defined in the "Aging Periods" portion of the System Master screen.

**Selection Range**
Enter the range of customer codes you want to print. If you do not change the defaults, the program will print information for all customers.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/13/2003 3:12:57 PM Page: 1 of 1

Blue Link Giftware Inc.
**Customer Aging**

All Currencies in CA$

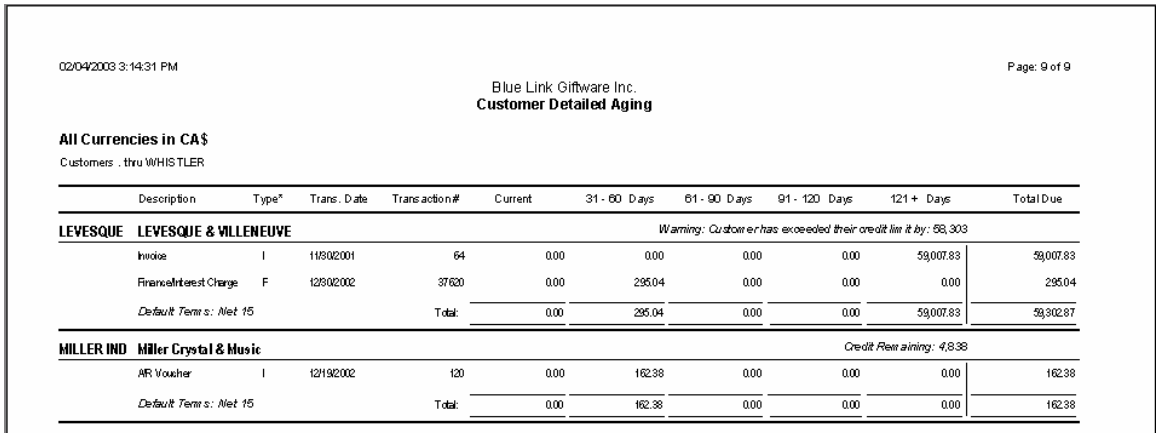
Customers 1STFO thru WHISTLER

| Customer ID | Customer Name | Phone Number | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121+ Days | Total |
|---|---|---|---|---|---|---|---|---|
| 1STFO | 1st Crystal & Gift | (905) 670-9056 | -2.14 | 4,438.40 | 1,430.68 | 0.00 | 398,526.91 | 404,393.85 |
| ABELA | Abelard Unique Ltd. | (416) 525-4165 | -31,811.49 | -28,148.96 | 1,150.00 | 0.00 | 35,387.88 | -23,422.57 |
| ACRCO | A C R Crystal Shoppe | (613) 235-6132 | 107.00 | 5,905.63 | 0.00 | 0.00 | 114,305.13 | 120,317.76 |
| ACTTI | Actt Giftware Co. | (416) 444-4444 | 34,077.53 | 16,501.68 | 0.00 | 0.00 | 30,275.44 | 80,854.65 |
| AGOLDEN | Albert Golden | | 7,003.48 | 825.80 | 1,150.00 | 0.00 | 0.00 | 8,979.28 |
| ALINE | A-Line Gift Shoppe | (905) 567-9055 | -1,132.97 | 0.00 | 0.00 | 0.00 | 0.00 | -1,132.97 |

## 9.8.2 ACCOUNTS RECEIVABLE DETAILED AGING

The detailed aging report lists each customer's invoices. The aging periods listed are those defined in the "Aging Periods" portion of the System Master screen. Enter the range of customer codes you want to print. If you do not change the defaults, the program will print information for all customers.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/04/2003 3:14:31 PM Page: 9 of 9

Blue Link Giftware Inc.
**Customer Detailed Aging**

**All Currencies in CA$**

Customers . thru WHISTLER

| | Description | Type* | Trans. Date | Transaction# | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 + Days | Total Due |
|---|---|---|---|---|---|---|---|---|---|---|
| **LEVESQUE** | **LEVESQUE & VILLENEUVE** | | | | | | *Warning: Customer has exceeded their credit lim it by: 58,303* | | | |
| | Invoice | I | 11/30/2001 | 64 | 0.00 | 0.00 | 0.00 | 0.00 | 59,007.83 | 59,007.83 |
| | Finance/Interest Charge | F | 12/30/2002 | 37620 | 0.00 | 295.04 | 0.00 | 0.00 | 0.00 | 295.04 |
| | *Default Terms: Net 15* | | | Total: | 0.00 | 295.04 | 0.00 | 0.00 | 59,007.83 | 59,302.87 |
| **MILLER IND** | **Miller Crystal & Music** | | | | | | | | *Credit Remaining: 4,838* | |
| | AR Voucher | I | 12/19/2002 | 120 | 0.00 | 162.38 | 0.00 | 0.00 | 0.00 | 162.38 |
| | *Default Terms: Net 15* | | | Total: | 0.00 | 162.38 | 0.00 | 0.00 | 0.00 | 162.38 |

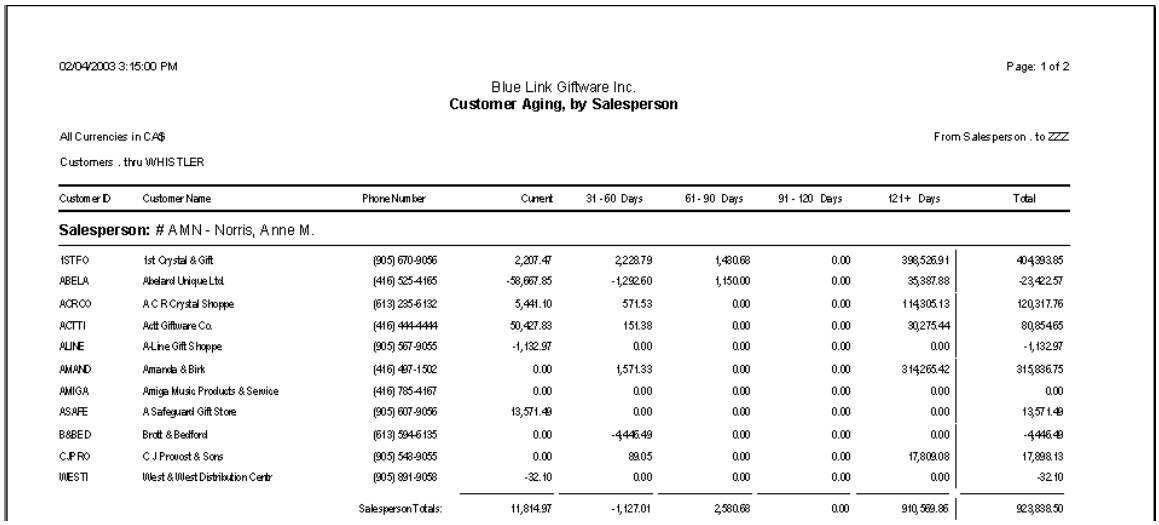
## 9.8.3 SALESPERSON AGING REPORT

The salesperson aging report lists the outstanding balances owing for each customer by salesperson. The aging periods listed are those defined in the "Aging Periods" portion of the System Master screen.

**Selection Range**
Enter the range of customer codes you want to print. If you do not change the defaults, the program will print information for all customers.
Similarly, select the range of salespersons that you want to print. If you do not change the defaults, the program will print information for all salespeople.

NOTE: This report does not have the option to be printed "departmentalized".

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/04/2003 3:15:00 PM Page: 1 of 2

Blue Link Giftware Inc.
**Customer Aging, by Salesperson**

All Currencies in CA$ From Salesperson . to ZZZ

Customers . thru WHISTLER

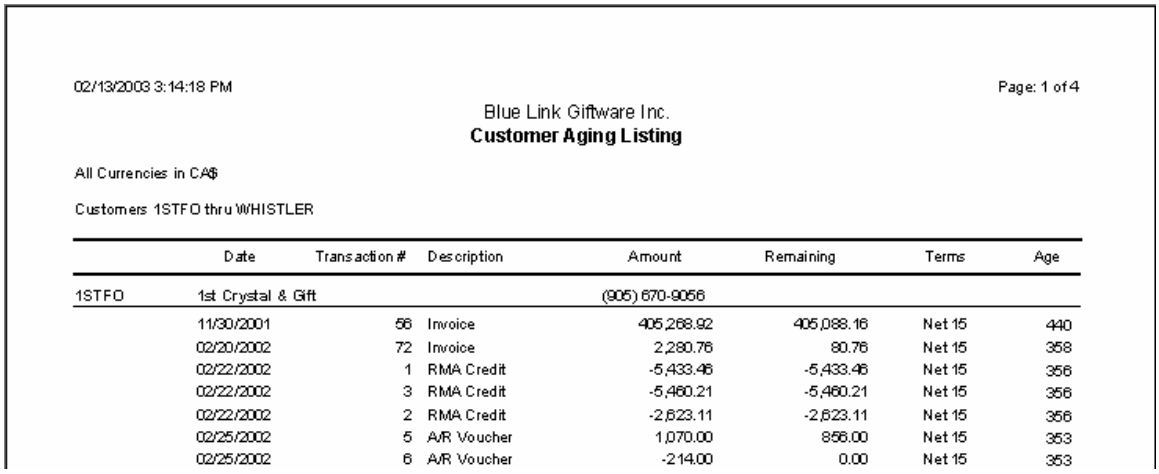
| Customer ID | Customer Name | Phone Number | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121+ Days | Total |
|---|---|---|---|---|---|---|---|---|
| **Salesperson:** # AMN - Norris, Anne M. | | | | | | | | |
| 1STFO | 1st Crystal & Gift | (905) 670-9056 | 2,207.47 | 2,228.79 | 1,480.68 | 0.00 | 398,526.91 | 404,393.85 |
| ABELA | Abeland Unique Ltd. | (416) 525-4165 | -58,667.85 | -1,292.60 | 1,150.00 | 0.00 | 35,387.88 | -23,422.57 |
| ACRCO | A C R Crystal Shoppe | (613) 235-6132 | 5,441.10 | 571.53 | 0.00 | 0.00 | 114,305.13 | 120,317.76 |
| ACTTI | Actt Giftware Co. | (416) 444-4444 | 50,427.83 | 151.38 | 0.00 | 0.00 | 30,275.44 | 80,854.65 |
| ALINE | A-Line Gift Shoppe | (905) 567-9055 | -1,132.97 | 0.00 | 0.00 | 0.00 | 0.00 | -1,132.97 |
| AMAND | Amanda & Birk | (416) 497-1502 | 0.00 | 1,571.33 | 0.00 | 0.00 | 314,265.42 | 315,836.75 |
| AMIGA | Amiga Music Products & Service | (416) 785-4167 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ASAFE | A Safeguard Gift Store | (905) 607-9056 | 13,571.49 | 0.00 | 0.00 | 0.00 | 0.00 | 13,571.49 |
| B&BED | Brott & Bedford | (613) 594-6135 | 0.00 | -4,446.49 | 0.00 | 0.00 | 0.00 | -4,446.49 |
| CJPRO | C J Provost & Sons | (905) 548-9055 | 0.00 | 89.05 | 0.00 | 0.00 | 17,809.08 | 17,898.13 |
| WESTI | West & West Distribution Centr | (905) 891-9058 | -32.10 | 0.00 | 0.00 | 0.00 | 0.00 | -32.10 |
| | | Salesperson Totals: | 11,814.97 | -1,127.01 | 2,630.68 | 0.00 | 910,569.86 | 923,888.50 |

## 9.8.4 ACCOUNTS RECEIVABLE LISTING REPORT

The Accounts Receivable Listing gives other open invoice information, such as invoice description, along with the age in days.

Enter the range of customer codes you want to print. If you do not change the defaults, the program will print information for all customers.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/13/2003 3:14:18 PM Page: 1 of 4

Blue Link Giftware Inc.
**Customer Aging Listing**

All Currencies in CA$

Customers 1STFO thru WHISTLER

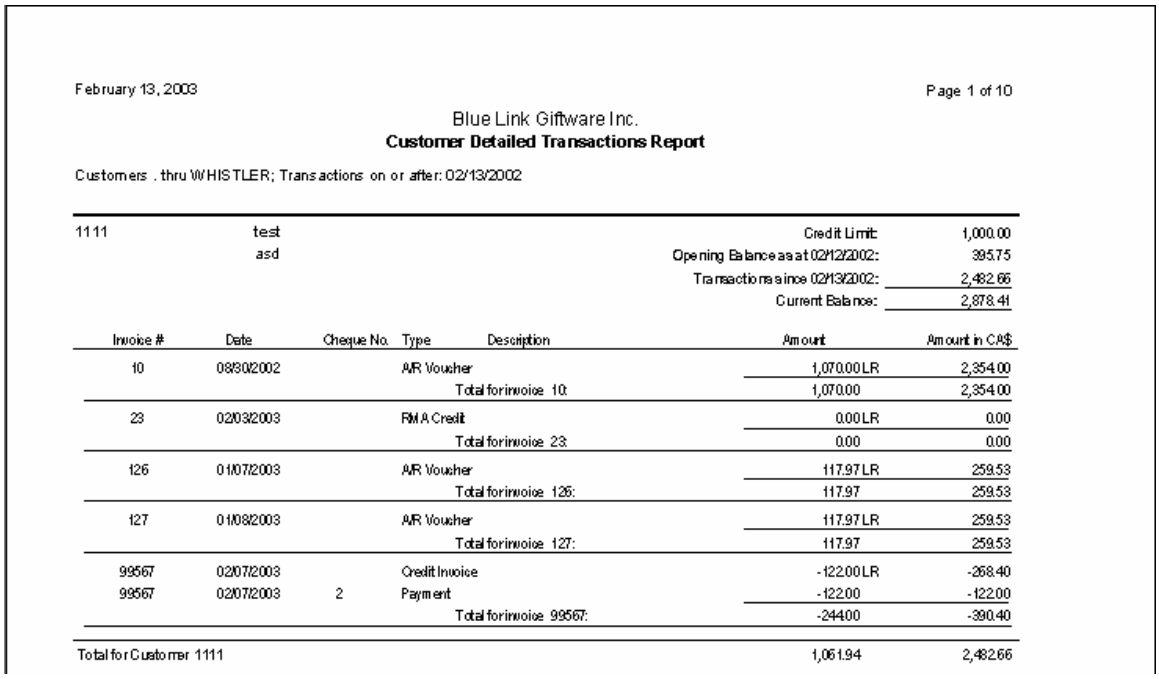
| | Date | Transaction # | Description | Amount | Remaining | Terms | Age |
|---|---|---|---|---|---|---|---|
| 1STFO | 1st Crystal & Gift | | | (905) 670-9056 | | | |
| | 11/30/2001 | 56 | Invoice | 405,268.92 | 405,088.16 | Net 15 | 440 |
| | 02/20/2002 | 72 | Invoice | 2,280.76 | 80.76 | Net 15 | 358 |
| | 02/22/2002 | 1 | RMA Credit | -5,433.46 | -5,433.46 | Net 15 | 356 |
| | 02/22/2002 | 3 | RMA Credit | -5,460.21 | -5,460.21 | Net 15 | 356 |
| | 02/22/2002 | 2 | RMA Credit | -2,623.11 | -2,623.11 | Net 15 | 356 |
| | 02/25/2002 | 5 | A/R Voucher | 1,070.00 | 856.00 | Net 15 | 353 |
| | 02/25/2002 | 6 | A/R Voucher | -214.00 | 0.00 | Net 15 | 353 |

## 9.8.5 ACCOUNTS RECEIVABLE DETAILED TRANSACTIONS REPORT

The Accounts receivable Detailed Transactions Report shows the same information as provided in the summary listing but with invoice information included.

Enter the range of customer codes you want to print. If you do not change the defaults, the program will print information for all customers.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



February 13, 2003 Page 1 of 10

Blue Link Giftware Inc.

**Customer Detailed Transactions Report**

Customers . thru WHISTLER; Transactions on or after: 02/13/2002

| | | | |
|---|---|---|---|
| 1111 | test | Credit Limit: | 1,000.00 |
| | asd | Opening Balance as at 02/12/2002: | 395.75 |
| | | Transactions since 02/13/2002: | 2,482.66 |
| | | Current Balance: | 2,878.41 |

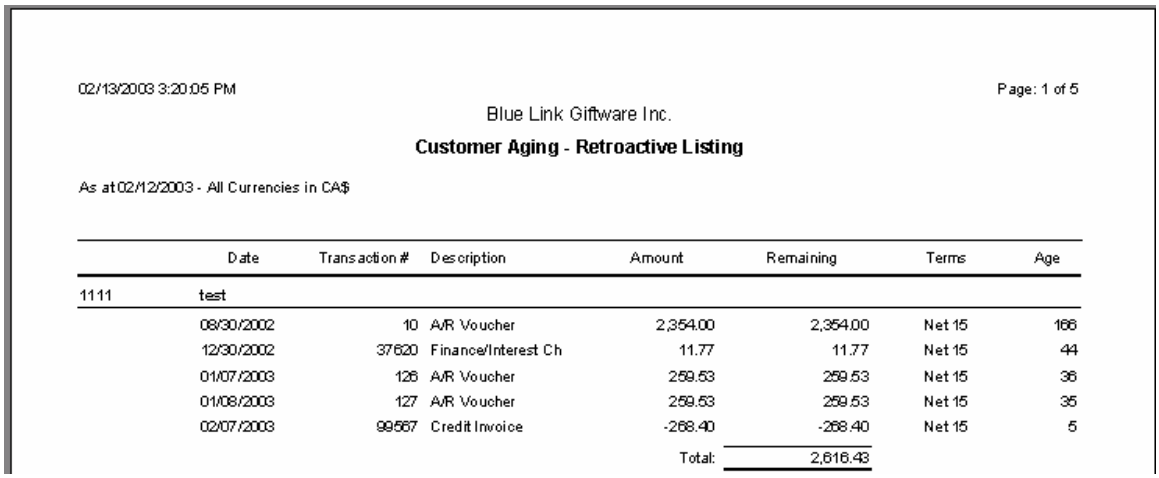
| Invoice # | Date | Cheque No. | Type | Description | Amount | Amount in CA$ |
|---|---|---|---|---|---|---|
| 10 | 08/30/2002 | | A/R Voucher | | 1,070.00 LR | 2,354.00 |
| | | | | Total for invoice 10: | 1,070.00 | 2,354.00 |
| 23 | 02/03/2003 | | RMA Credit | | 0.00 LR | 0.00 |
| | | | | Total for invoice 23: | 0.00 | 0.00 |
| 126 | 01/07/2003 | | A/R Voucher | | 117.97 LR | 259.53 |
| | | | | Total for invoice 126: | 117.97 | 259.53 |
| 127 | 01/08/2003 | | A/R Voucher | | 117.97 LR | 259.53 |
| | | | | Total for invoice 127: | 117.97 | 259.53 |
| 99567 | 02/07/2003 | | Credit Invoice | | -122.00 LR | -268.40 |
| 99567 | 02/07/2003 | 2 | Payment | | -122.00 | -122.00 |
| | | | | Total for invoice 99567: | -244.00 | -390.40 |
| Total for Customer 1111 | | | | | 1,061.94 | 2,482.66 |

## 9.8.6 RETROACTIVE LISTING REPORT

The Retroactive Listing Report, which may be printed in summary or in detail, prints information detailing Invoice Date, Remaining Amount, Description, Terms Type and Age in days as of the date entered in the "as at" date field of the selection screen. You may not, however, view information on invoices in the system for a date prior to the date of the upgrade to Version 2.0 or to a date prior to your having purged data (if you have purged any data).

You may also print a currency Revaluation Report which may be very useful to revalue any foreign currencies to the current value for Fiscal Year End Statement purposes. For Year-End adjustments, use the Reversing Journal Entry function. The Currency Revaluation Report may be run by selecting the Retroactive Listing Report in summary (uncheck the detail box), selecting the date, customer code range, currency and by checking the Revalue box. The report details show, with one line per customer, the customer code and name, the amount in the foreign currency, the value in Canadian dollars of the original transaction and the value in Canadian dollars revalued to the current rate. The revalue amount is the difference between the current value and the original value.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/13/2003 3:20:05 PM Page: 1 of 5

Blue Link Giftware Inc.

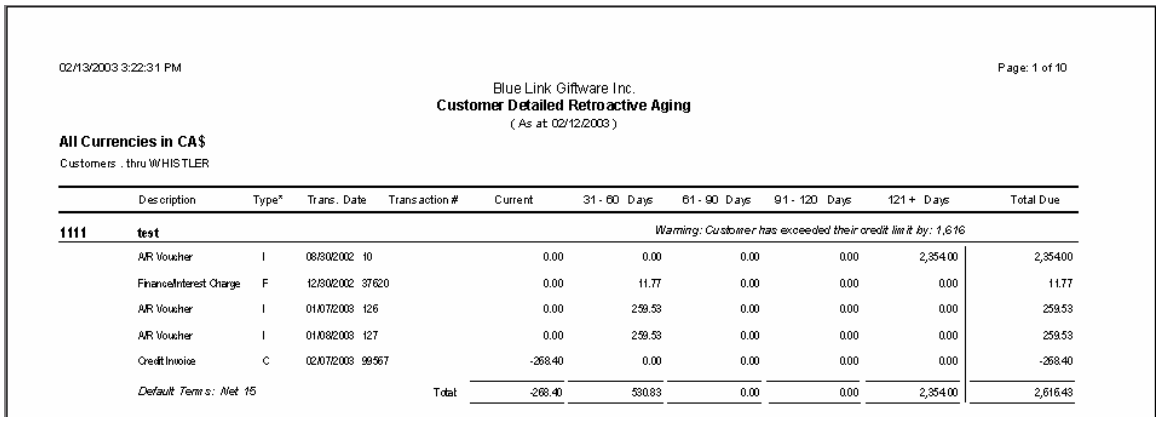
**Customer Aging - Retroactive Listing**

As at 02/12/2003 - All Currencies in CA$

| | Date | Transaction # | Description | Amount | Remaining | Terms | Age |
|---|---|---|---|---|---|---|---|
| 1111 | test | | | | | | |
| | 08/30/2002 | 10 | A/R Voucher | 2,354.00 | 2,354.00 | Net 15 | 166 |
| | 12/30/2002 | 37620 | Finance/Interest Ch | 11.77 | 11.77 | Net 15 | 44 |
| | 01/07/2003 | 126 | A/R Voucher | 259.53 | 259.53 | Net 15 | 36 |
| | 01/08/2003 | 127 | A/R Voucher | 259.53 | 259.53 | Net 15 | 35 |
| | 02/07/2003 | 99567 | Credit Invoice | -268.40 | -268.40 | Net 15 | 5 |
| | | | | Total: | 2,616.43 | | |

## 9.8.7 RETROACTIVE AGING REPORT

Print this report to retroactively present your aging at a particular time period. This is ideal for month-ends and year-ends where invoices were entered after the month-end date but posted back into the prior period.



02/13/2003 3:22:31 PM Page: 1 of 10

Blue Link Giftware Inc.

**Customer Detailed Retroactive Aging**

( As at 02/12/2003 )

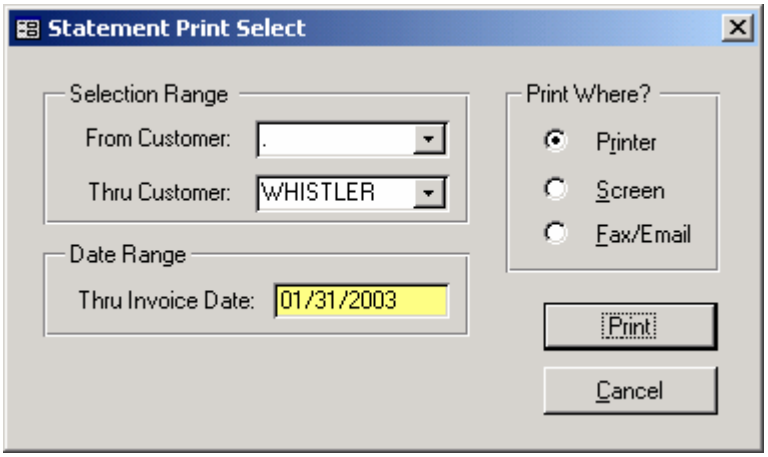
**All Currencies in CA$**

Customers . thru WHISTLER

| | Description | Type* | Trans. Date | Transaction # | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 + Days | Total Due |
|---|---|---|---|---|---|---|---|---|---|---|
| **1111** | **test** | | | | | | *Warning: Customer has exceeded their credit limit by: 1,616* | | | |
| | A/R Voucher | I | 08/30/2002 | 10 | 0.00 | 0.00 | 0.00 | 0.00 | 2,354.00 | 2,354.00 |
| | Finance/Interest Charge | F | 12/30/2002 | 37620 | 0.00 | 11.77 | 0.00 | 0.00 | 0.00 | 11.77 |
| | A/R Voucher | I | 01/07/2003 | 126 | 0.00 | 259.53 | 0.00 | 0.00 | 0.00 | 259.53 |
| | A/R Voucher | I | 01/08/2003 | 127 | 0.00 | 259.53 | 0.00 | 0.00 | 0.00 | 259.53 |
| | Credit Invoice | C | 02/07/2003 | 99567 | -268.40 | 0.00 | 0.00 | 0.00 | 0.00 | -268.40 |
| | *Default Terms: Net 15* | | | Total | -268.40 | 530.83 | 0.00 | 0.00 | 2,354.00 | 2,616.43 |

# 9.9 Statements

This function will print the Accounts Receivable transactions on pre-printed statement forms or on plain paper.




**From/Thru Customer**
You may enter a range of Customer Codes to print. If you do not change the default limits, the program will print statements for all customers who have the **Statement** field in their customer record checked.

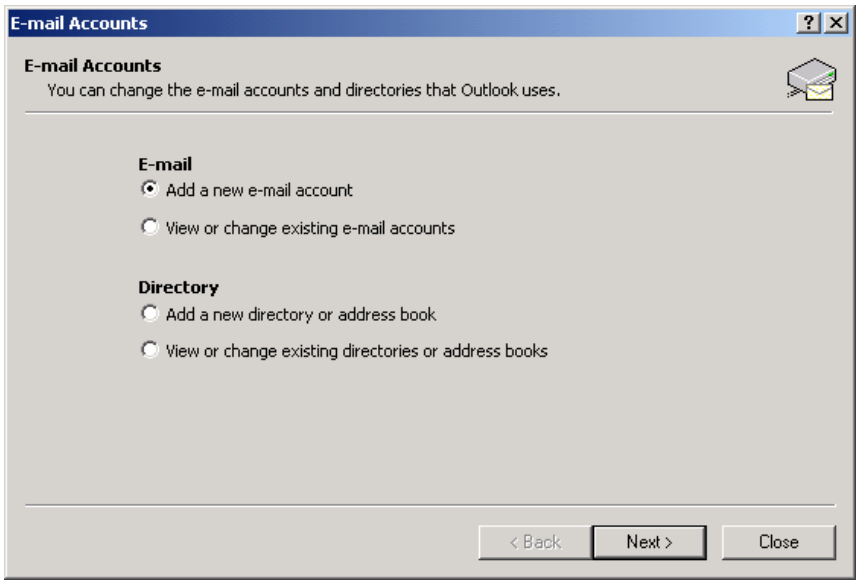
**Thru Invoice Date**
You may enter a statement date, or press <Enter> to default to the current date.

**Print Where?**
You may select for the report to be printed to the printer, to be previewed on screen, or to be faxed or emailed to the customer's number/email address. Click the "Print" button to send it to the printer, screen, or fax/email or the "Cancel" button to cancel the request.

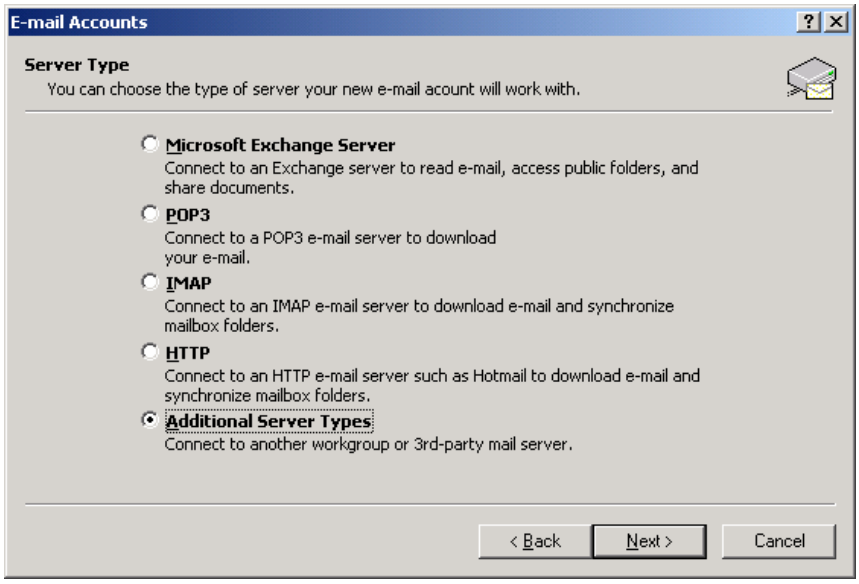
**Fax/Email** ✍
This is an Elite feature. By selecting this button, the statements will be faxed or emailed depending on what was selected in the customer setup. You must have Microsoft Outlook™ and MS Fax for this to work.

**Configuring Outlook for Faxes**

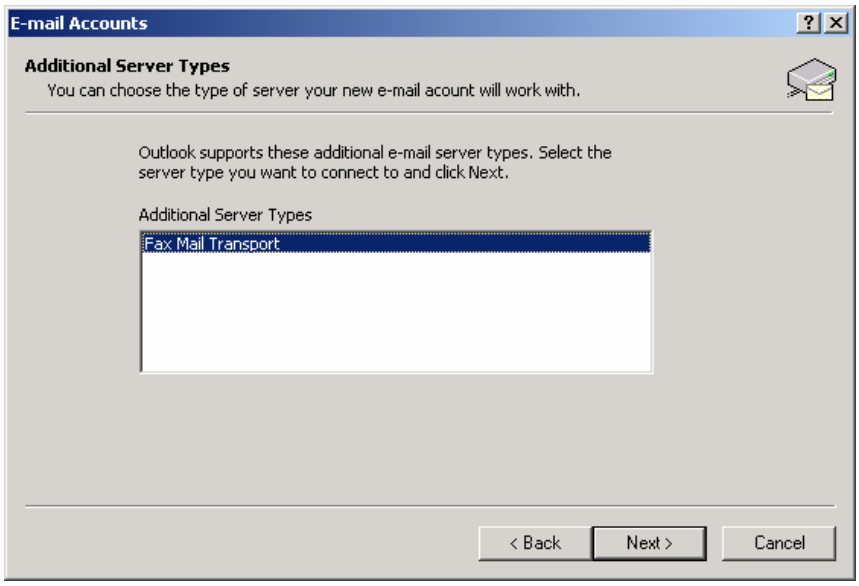
After opening Microsoft Outlook click on the Tools menu option and choose Email Accounts which will bring you to the screen below.


E-mail Accounts
E-mail Accounts
You can change the e-mail accounts and directories that Outlook uses.
E-mail
Add a new e-mail account
View or change existing e-mail accounts
Directory
Add a new directory or address book
View or change existing directories or address books
< Back
Next >
Close

Under the E-mail heading select Add a new e-mail account and then click Next. Now select Additional Server Types as shown below.

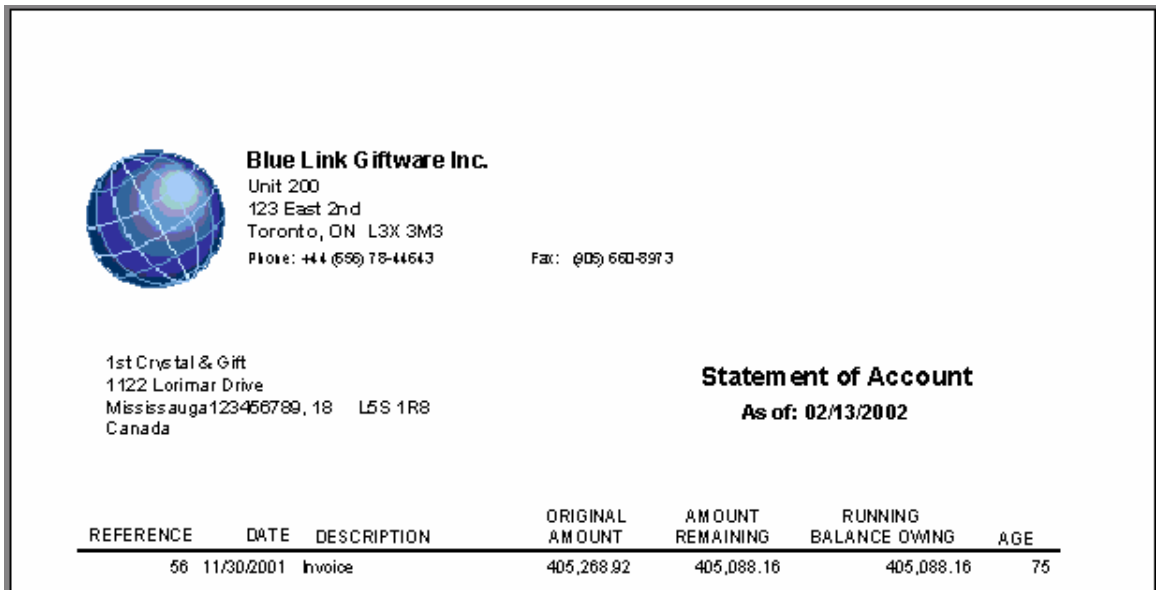

E-mail Accounts
Server Type
You can choose the type of server your new e-mail acount will work with.
Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.
POP3
Connect to a POP3 e-mail server to download your e-mail.
IMAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
HTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
Additional Server Types
Connect to another workgroup or 3rd-party mail server.
< Back
Next >
Cancel

Click next and then choose Fax Mail Transport.


E-mail Accounts
Additional Server Types
You can choose the type of server your new e-mail acount will work with.
Outlook supports these additional e-mail server types. Select the server type you want to connect to and click Next.
Additional Server Types
Fax Mail Transport
< Back
Next >
Cancel

Click on the Next button to finish configuring MS Outlook for faxes.

**Customer Statement**



**Blue Link Giftware Inc.**
Unit 200
123 East 2nd
Toronto, ON L3X 3M3
Phone: +44 (656) 78-44643 Fax: (905) 660-8973

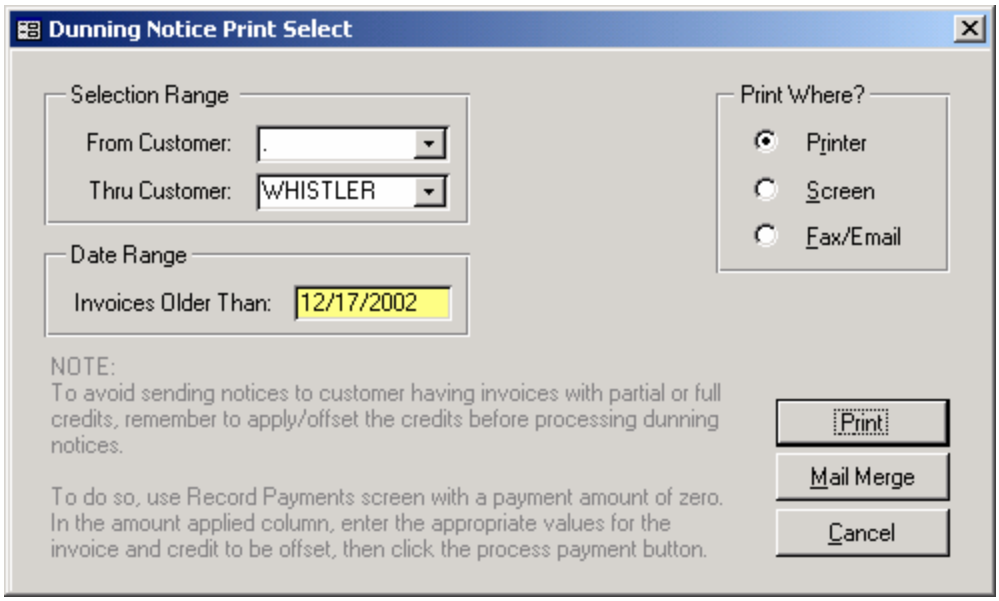
1st Crystal & Gift
1122 Lorimar Drive
Mississauga123456789, 18 L5S 1R8
Canada

**Statement of Account**
**As of: 02/13/2002**

| REFERENCE | DATE | DESCRIPTION | ORIGINAL AMOUNT | AMOUNT REMAINING | RUNNING BALANCE OWING | AGE |
|---|---|---|---|---|---|---|
| 56 | 11/30/2001 | Invoice | 405,268.92 | 405,088.16 | 405,088.16 | 75 |

# 9.10 Dunning Notices

Use this function to print customer overdue account notices.


Dunning Notice Print Select
Selection Range
From Customer:
Thru Customer:
WHISTLER
Print Where?
Printer
Screen
Fax/Email
Date Range
Invoices Older Than:
12/17/2002
NOTE:
To avoid sending notices to customer having invoices with partial or full credits, remember to apply/offset the credits before processing dunning notices.
To do so, use Record Payments screen with a payment amount of zero. In the amount applied column, enter the appropriate values for the invoice and credit to be offset, then click the process payment button.
Print
Mail Merge
Cancel

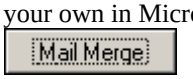
**From/Thru Customer**
Enter a range of Customer Codes

**Invoices Older Than Date**
Change the date or press <Enter> to accept today's date.

If you do not enter customer or date limits, the program will print the entire customer's listing with overdue invoices.

**Print Where?**
You may select for the report to be printed to the printer, previewed on screen, faxed or e-mailed (if the customer is set-up for this type of service). Click the "Print" button to e-mail/fax it, send it to the printer/screen, or the "Cancel" button to cancel the request.

**Mail Merge**
Another option to printing this Dunning notice is to create your own in Microsoft Word™.

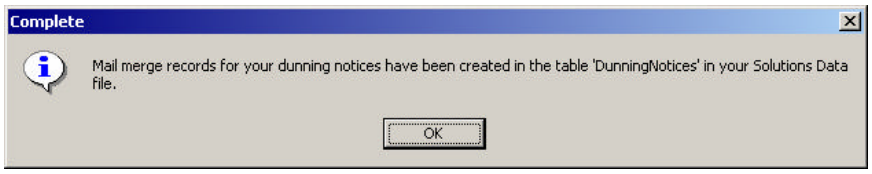
1. To do so, you will select the Mail Merge button. 


2. You will then be asked to confirm that creating mail merge records is what you intend to do.

Confirm Mail Merge
This option will create records that you can use in a Microsoft Word mail merge, based on the selections you entered. Is this what you want to do?
Yes
No

3. If you select yes, Blue Link Solutions will go through and populate a table called

"DunningNotices"

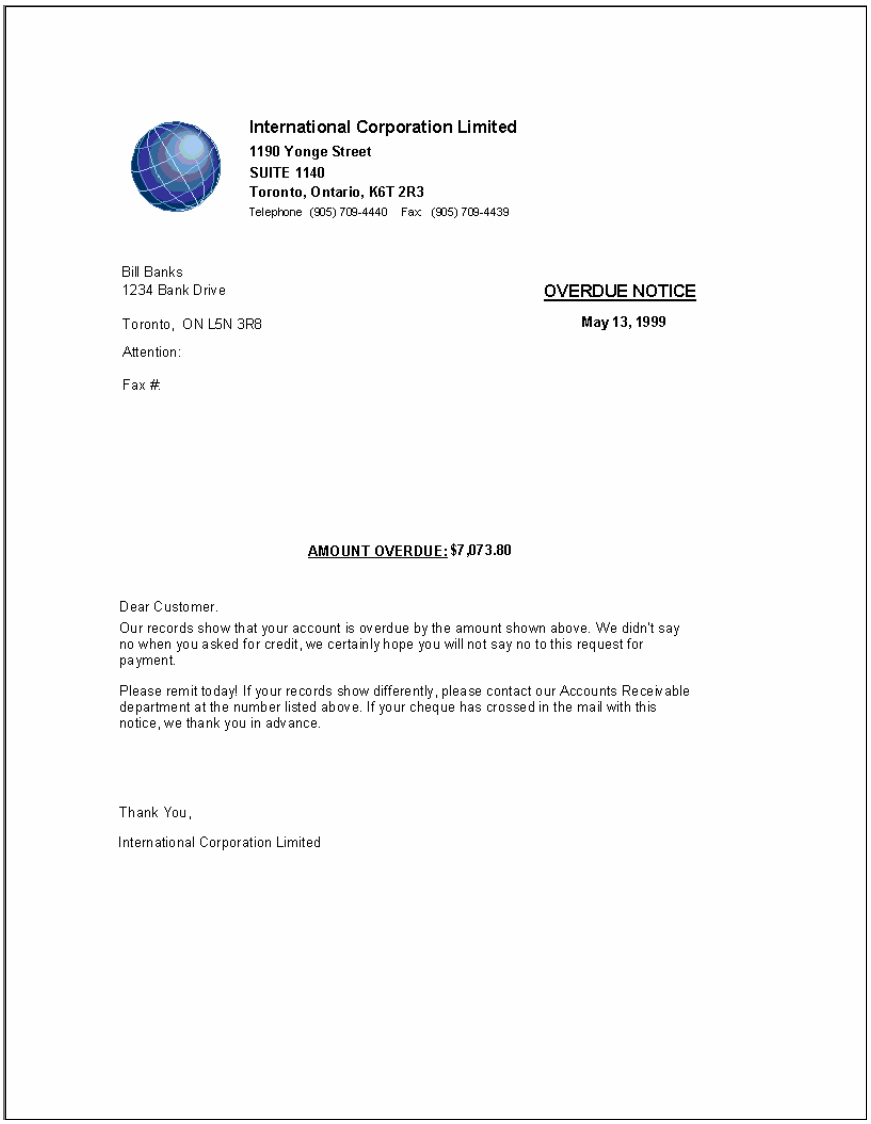

Complete
Mail merge records for your dunning notices have been created in the table 'DunningNotices' in your Solutions Data file.
OK

4. Then in Microsoft Word™ you will select the table "DunningNotices" for your merge fields into your Dunning Notice template which you have created.

## *Editing the Text of the Document*

To edit the text of the Dunning Notice go to **System Maintenance | System Master | Report Options** and enter the text that you wish to appear in the body of the letter, in the Dunning Notice field.

**Customer Dunning Notice Letter**



International Corporation Limited
1190 Yonge Street
SUITE 1140
Toronto, Ontario, K6T 2R3
Telephone (905) 709-4440 Fax (905) 709-4439

Bill Banks
1234 Bank Drive

Toronto, ON L5N 3R8

Attention:

Fax #:

OVERDUE NOTICE

May 13, 1999

AMOUNT OVERDUE: $7,073.80

Dear Customer.

Our records show that your account is overdue by the amount shown above. We didn't say no when you asked for credit, we certainly hope you will not say no to this request for payment.

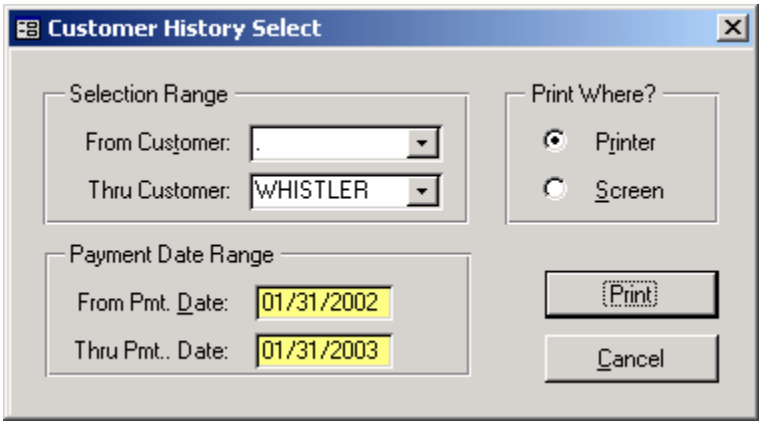
Please remit today! If your records show differently, please contact our Accounts Receivable department at the number listed above. If your cheque has crossed in the mail with this notice, we thank you in advance.

Thank You,

International Corporation Limited

# 9.11 Customer Payment History

This report displays, for selected customers between selected dates, the payments received from those customers and the invoices against which they were allocated. This enables you to track how a payment received sometime in the past was applied against outstanding invoices at the time.




**From/Thru Customer**
Enter a range of Customer Codes or leave the defaults for all customers.

**From/Thru Pmt. Date**
Change the From or Thru Pmt. Dates or leave the default for today's date.

If you do not change the default customer or date limits, all customers will be printed.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

| **Note:** | This report can also be retrieved through the Enter/Change Customer Screen. |
|---|---|

Accounts Receivable Payment History

02/13/2003 3:27:43 PM Page: 1 of 2

Blue Link Giftware Inc.
**Accounts Receivable Payment History**

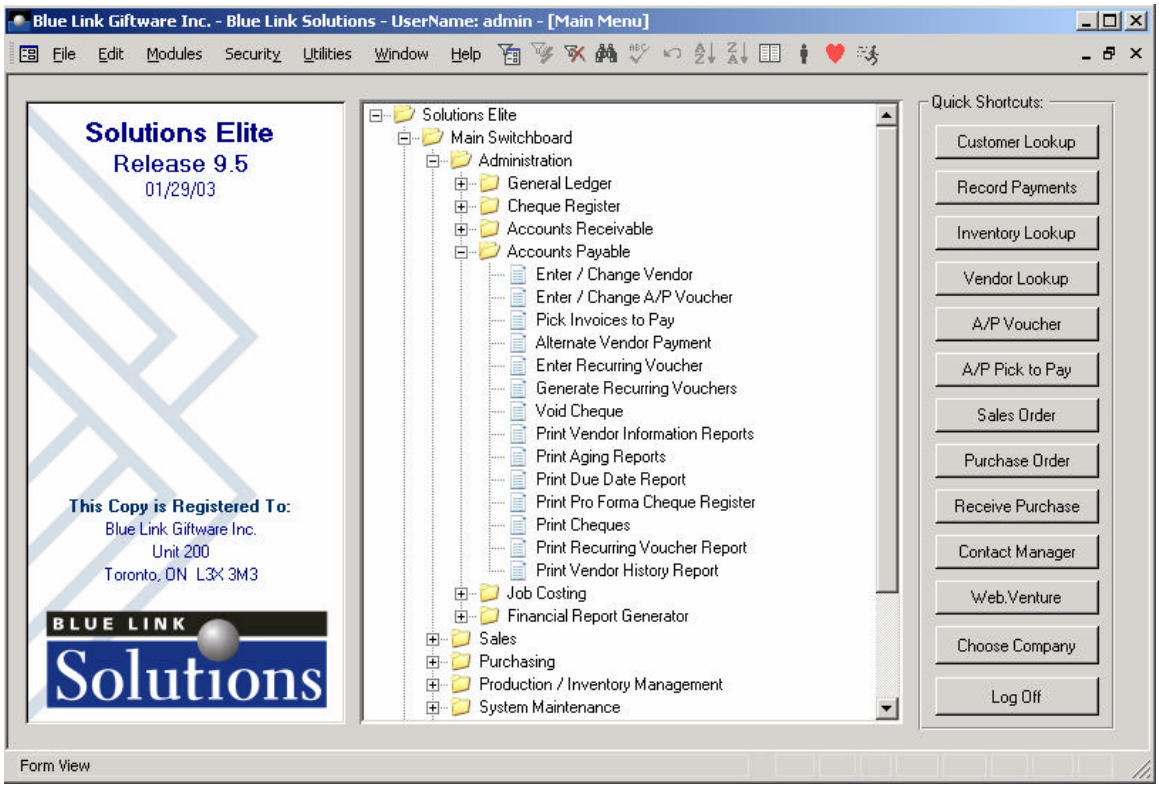
Customers: 1STFO thru WHISTLER: between 02/13/2002 and 02/13/2003

| Check # | Date | Invoice # | Inv. Date | Invoice Amount | Discount | Amount Paid | Age When Paid |
|---|---|---|---|---|---|---|---|
| 1STFO | 1st Crystal & Gift | | | | CA$ | | |
| 0 | 02/20/2002 | 72 | 02/20/2002 | $2,280.76 | $0.00 | 200.00 | 0 |
| | | | | | Total for Check #0: | 200.00 | |
| 111 | 02/20/2002 | 2 | 11/23/2001 | $108.07 | $0.00 | 108.07 | 89 |
| | | | | | Total for Check #111: | 108.07 | |
| 3333 | 02/20/2002 | 72 | 02/20/2002 | $2,000.00 | $0.00 | 2,000.00 | 0 |
| | | | | | Total for Check #3333: | 2,000.00 | |

# 10: Accounts Payable

The Accounts Payable module allows you to enter, change, or print your vendor information and much of your purchase information. To use Accounts Payable programs, you must already have necessary information entered into **System Interface**, including your bank account(s), Purchase Order (P/O) defaults, and your company name (for printing). You will also need the terms information entered into **System Maintenance**. For a complete list of what needs to be set up before using Accounts Payable, see **Getting Started**.

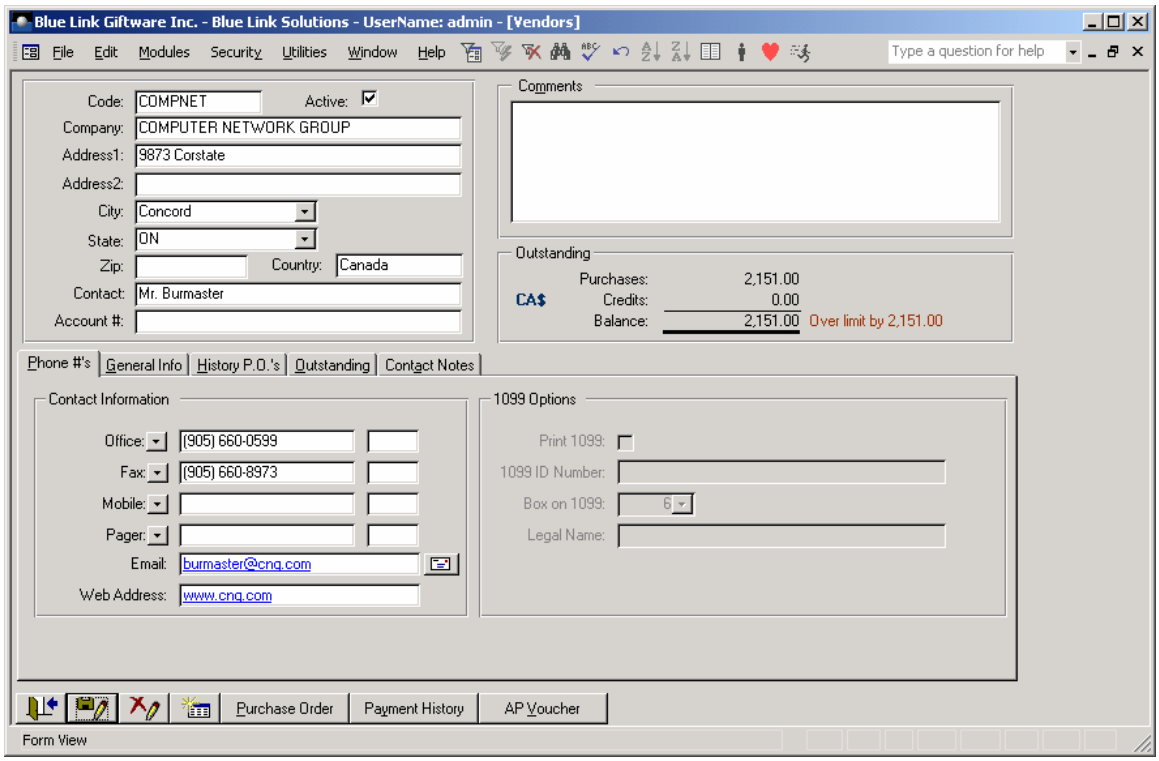
Access Accounts Payable through **Purchasing | Accounts Payable**.




In Accounts Payable you can record all of your vendor information. You can find out which of your vendor invoices are overdue, choose the ones you want to pay, and print the cheques to pay them. You can also print your vendor information out as a simple list of names and codes, a list with addresses and telephone contacts (on paper or Rolodex cards), or an extended list of vendors and purchase information. Any recurring non-inventory type transactions such as rent, utilities, or lease payments can be handled in Accounts Payable, saving time and freeing you from remembering. In addition, Blue Link Solutions makes all of this information available throughout the system, so the vendor data you enter here can be called up instantly in another module.

# 10.1 Enter/Change Vendor Information

Use this function when you begin purchasing from a new vendor, or if there is a change in the vendor name, address, telephone number, or your company contact. Be sure any necessary purchase terms information has already been entered in **System Maintenance | System Master Lists | Terms / Types / RMA Reason Codes/ Other Lists** This vendor information is accessible when you create purchase orders in **Enter/Edit Purchase Order.**




## 10.1.1 VENDOR INFORMATION

**Code (Required)**
The code you assign to the vendor. This code is used in other parts of Blue Link Solutions. This is a 10 character alphanumeric field.

| Note: | It is important to put some thought into the structure of Vendor Codes. You may use any form you desire, but it is recommended that you do not use numbers. However, it is always best to set up any code in an easy to remember format. |
|---|---|

**Company (Required)**
The actual vendor name. This is a 25 character alphanumeric field.

**Address 1**
The first of 2 address lines. This is a 25 character alphanumeric field.

**Address 2**
The second of 2 address lines. This can be a second address or simply a suite number. This is a 25 character alphanumeric field.

**City**
The vendor's city. This is a 15 character alphanumeric field.

**Province/State/County**
This field label and size depends on the Regional Settings that you have selected..

**Postal Code/Zip Code**
This field label and size depends on the Regional Settings that you have selected..

**Country**
The vendor's country.

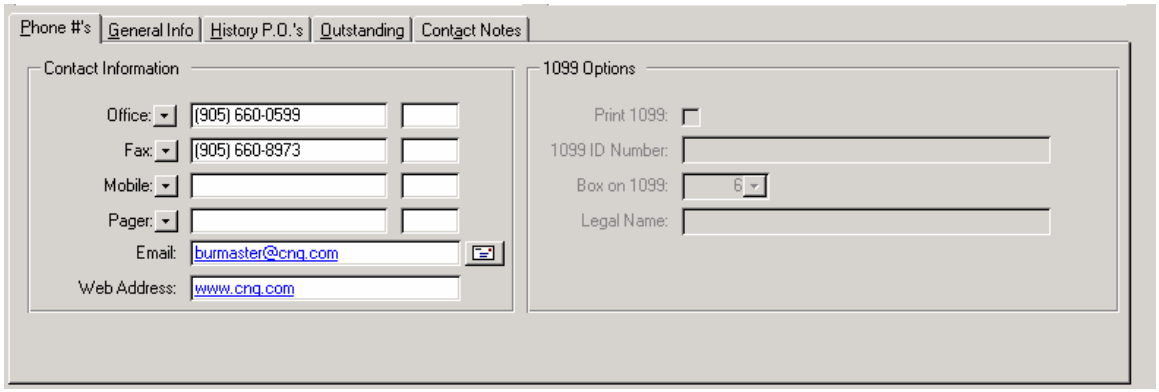
**Contact**
The person with whom you normally speak at your vendor's location. This is a 25 character alphanumeric field.

**Account #**
Your account number assigned by the vendor.

**Comments**
Enter miscellaneous comments on the vendor. This is a memo field. These comments do not print anywhere.

## 10.1.2 PHONE NUMBERS

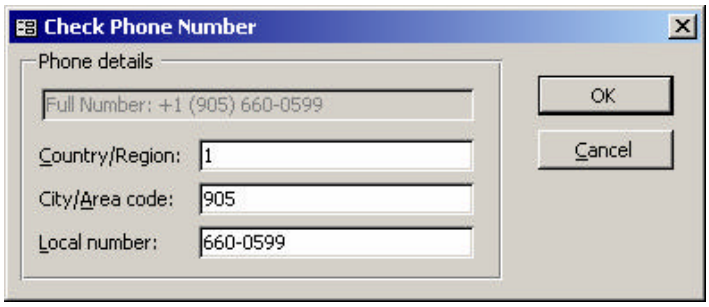
Clicking the list button allows you to select different field names if you wish to change them from the defaults. The choices are:




**Office**
The vendor's office number and extension.
**Fax**
The vendor's fax number and extension.
**Mobile**
The vendor's mobile number and extension.
**Pager**
The vendor's pager number and extension.

### *Check Phone Number*

Upon entering the vendor's phone number, if the number of digits is not recognized as a North American phone number, the following "Check Phone Number" form will appear. This allows for formatting of international phone numbers.




**Email**
The customer's Email address. The text will turn blue.

**Email Button**
Click this button to start your Email program and send an Email directly from Blue Link Solutions.

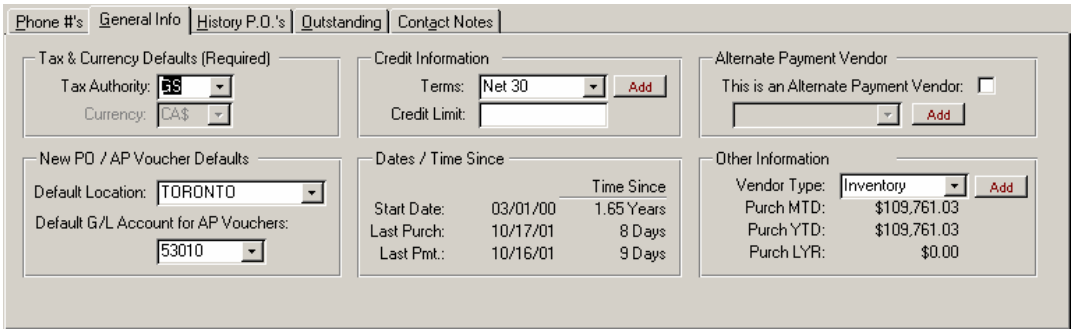
**Web Address**
The Vendor's web address. You do not need to type in the "http://" in front of it. It is a hyperlink field. If you click on it, your dial-up networking program will start in order to go directly to the vendor's web site on the Internet.

**Active Flag**
Uncheck this flag if this customer is no longer an active customer. This customer record will not appear in any pick lists. This flag is defaulted as checked on.

### *1099 Options*

If your regional setting is set to USA then this form will be enabled. Please see the reference guide for USA for more information on setting up 1099's.

## 10.1.3 GENERAL INFO TAB



## *Tax & Currency Defaults*

**Tax Authority (Required)**
Enter the default tax authority for this vendor. This will be used in AP Vouchers and Purchase Orders.

**Currency**
Select the currency in which you pay the vendor. The default setting for this field is CA$. Once a currency is selected for a vendor it cannot be changed.

## *New PO / AP Voucher Details*

**Default Location**
When creating a Purchase Order for this vendor this is the warehouse location you most likely will receive it into.

**Default G/L Account for Vouchers**
You may assign a default General Ledger account to any vendor. When entering a voucher for a vendor who has a default General Ledger account defined and when you complete the top half of the voucher screen and move into the distribution section, the default General Ledger account will be displayed and selected in the pull down list. You may accept that account or alternatively select a different General Ledger account. For example, Bell Canada may have the GL Account of 65300 for Communications Expense.

## *Credit Information*

**Terms (Required)**
Payment terms for this vendor. The terms entered here are later offered as a default when you record a Purchase Order for this vendor in **Enter/Edit Purchase Order**, **Receive Purchase Order, as well as in AP Voucher** .

**Credit Limit**
This field provides information on the Detailed Aging Report as a Management tool, to see if outstanding Payables per that Vendor are over a determined Credit Limit.

## *Dates / Times Since*

**Start Date**
Automatically defaults to current date when entering new vendor.

**Last Purch**
The date of the last P/O or invoice received from this vendor. This field is automatically updated by the system.

**Last Pmt**
The date of the last payment made to this vendor. This field is automatically updated by the system.

## *Alternate Payment Vendor*

**Alternate Payment Vendor**
If this vendor is being designated as an alternate payment vendor then check off this box. This means that you do not directly purchase anything from this vendor but you end up paying this vendor for the invoices

of other vendors. The best example for this is credit card purchases. You purchase from a supplier but pay with your credit card. You do not owe the supplier anything but rather the balance of the invoice is transferred to the credit card company. See more about this in section **10.3 Enter / Edit AP Voucher** and **10.5 Alternate Vendor Payment.**

### *Other Information*

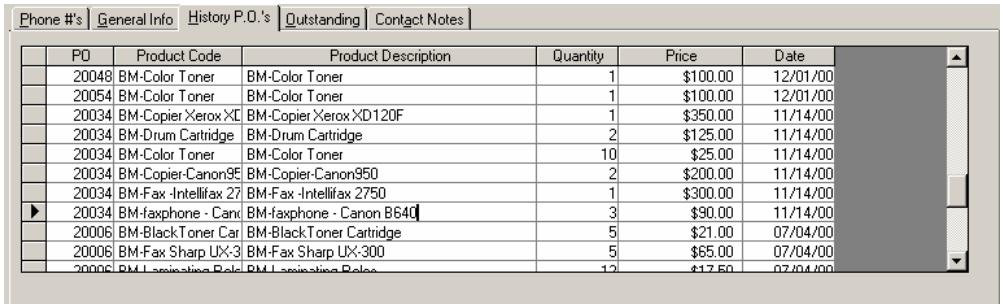
**Vendor Type**
This is a field used as an additional means of grouping vendors for reporting. For example, you might want to group all of your vendors who are wholesalers into a single report. Use this field to designate such a group. Choose a vendor type from the list box. The values for Vendor Types may be changed **System Maintenance | System Master Lists | Terms / Types / RMA Reason Codes/ Other Lists or simply click on the "Add" button to edit the list from this screen and then hit F9 to refresh your screen.**

**Gross Purchases**
The total purchases received from this vendor. The following amounts are recorded and automatically updated:

- ? Month to Date
- ? Year to Date
- ? Total for Last Year

## 10.1.4 HISTORY/P.O.'S TAB

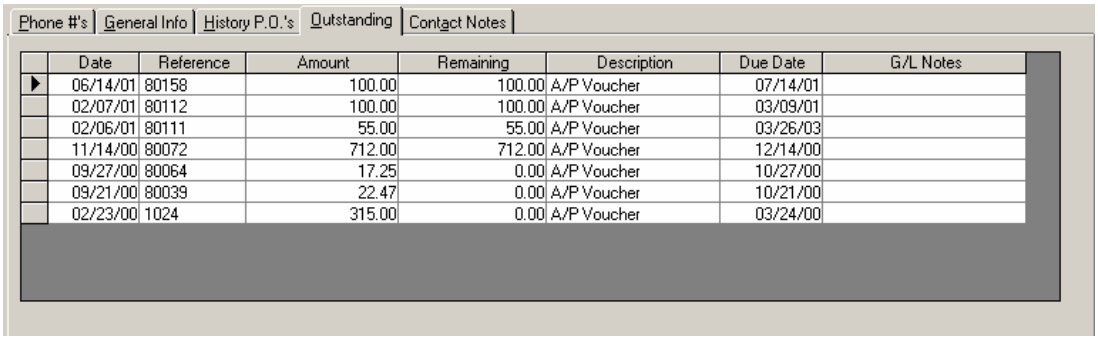
The history of all items purchased from this vendor from P/O's, in reverse date order, detailing invoice number, product code, product description, quantity and price.




| PO | Product Code | Product Description | Quantity | Price | Date |
|---|---|---|---|---|---|
| 20048 | BM-Color Toner | BM-Color Toner | 1 | $100.00 | 12/01/00 |
| 20054 | BM-Color Toner | BM-Color Toner | 1 | $100.00 | 12/01/00 |
| 20034 | BM-Copier Xerox XD | BM-Copier Xerox XD120F | 1 | $350.00 | 11/14/00 |
| 20034 | BM-Drum Cartridge | BM-Drum Cartridge | 2 | $125.00 | 11/14/00 |
| 20034 | BM-Color Toner | BM-Color Toner | 10 | $25.00 | 11/14/00 |
| 20034 | BM-Copier-Canon95 | BM-Copier-Canon950 | 2 | $200.00 | 11/14/00 |
| 20034 | BM-Fax -Intellifax 27 | BM-Fax -Intellifax 2750 | 1 | $300.00 | 11/14/00 |
| 20034 | BM-faxphone - Canc | BM-faxphone - Canon B640 | 3 | $90.00 | 11/14/00 |
| 20006 | BM-BlackToner Car | BM-BlackToner Cartridge | 5 | $21.00 | 07/04/00 |
| 20006 | BM-Fax Sharp UX-3 | BM-Fax Sharp UX-300 | 5 | $65.00 | 07/04/00 |
| 20006 | BM-Laminating Rols | BM-Laminating Rolss | 12 | $17.50 | 07/04/00 |

## 10.1.5 OUTSTANDING TAB AND FIELDS

Details all unpurged invoices relating to this vendor, in reverse date order, showing amounts still owing and the due date. You may also modify the due date of an invoice after you have entered the voucher in **Enter/Change Payable Voucher**.

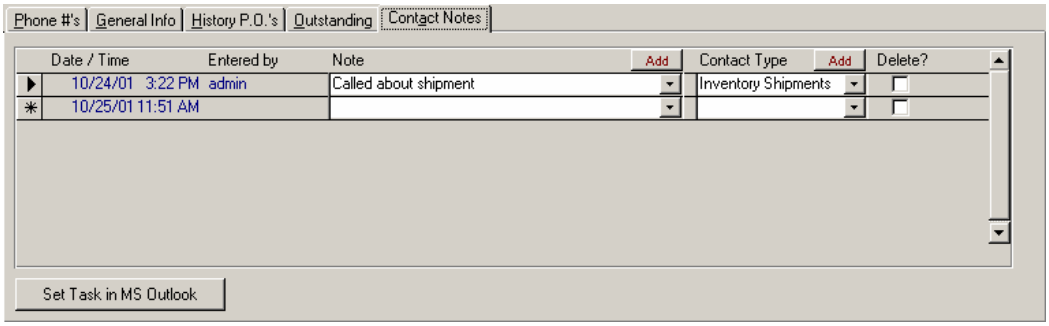



| Date | Reference | Amount | Remaining | Description | Due Date | G/L Notes |
|---|---|---|---|---|---|---|
| 06/14/01 | 80158 | 100.00 | 100.00 | A/P Voucher | 07/14/01 | |
| 02/07/01 | 80112 | 100.00 | 100.00 | A/P Voucher | 03/09/01 | |
| 02/06/01 | 80111 | 55.00 | 55.00 | A/P Voucher | 03/26/03 | |
| 11/14/00 | 80072 | 712.00 | 712.00 | A/P Voucher | 12/14/00 | |
| 09/27/00 | 80064 | 17.25 | 0.00 | A/P Voucher | 10/27/00 | |
| 09/21/00 | 80039 | 22.47 | 0.00 | A/P Voucher | 10/21/00 | |
| 02/23/00 | 1024 | 315.00 | 0.00 | A/P Voucher | 03/24/00 | |

**Outstanding Purchases**
The amount (in dollars) that you owe in outstanding invoices to a vendor. There could still be an amount in this field even if you have a credit from the vendor. This field is filled in automatically.

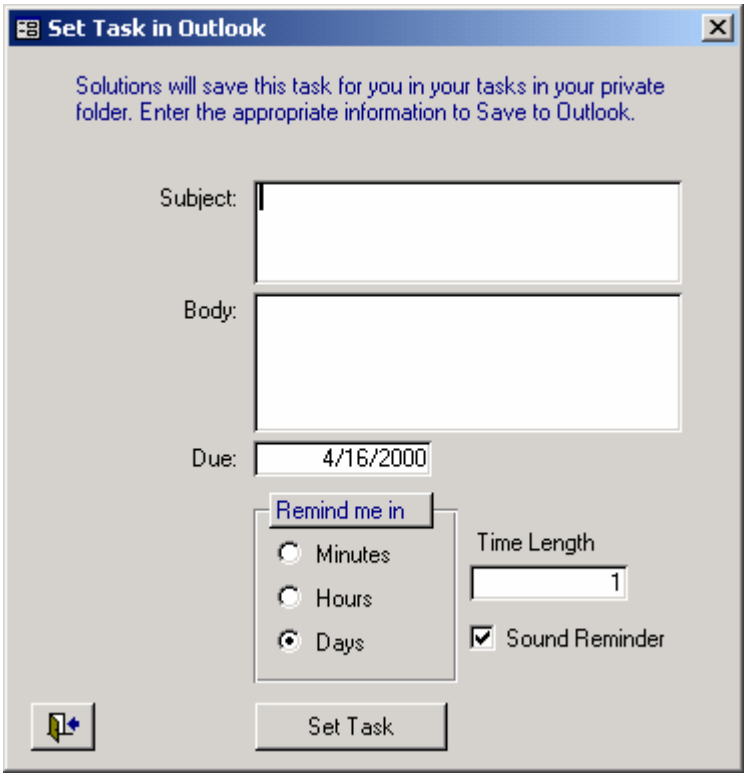
**Outstanding Credits**
The amount (in dollars) of credits that have not been applied toward vendor invoices. If you receive a credit from a vendor, this is where the amount is displayed. This field is filled in automatically.

## 10.1.6 CONTACT NOTES TAB




This screen allows you to enter notes for this vendor. These are useful for tracking and resolving collection issues. All notes created are date and time stamped and record the login of the user who created them. Default notes (such as "Called to collect") can be created using the "Add" button and selected using the drop down list in the notes field. You may also wish to classify the type of contact it was (Invoice Inquiry, Delivery Inquiry etc.) with the contact type field. There is also a flag to check if you wish the contact note to be deleted. When you run the contact notes purge routine under **Utilties | Contact Manager Maintenance | Purge Contact Notes**, these selected notes will be purged.

The “Set Task in Outlook” button calls up the following screen:




Solutions will save this task in your Private folder in Outlook.

**Subject**
Type a subject for this task.

**Body**
Type the details of this task.

**Due**
Type the date the task it due.

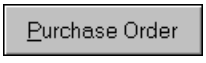
**Remind me in/Length of Time**
Select the time period, either minutes, hours or days and then type a number in the Length of Time field.

**Sound Reminder**
If you wish to have an audible reminder, click this box.

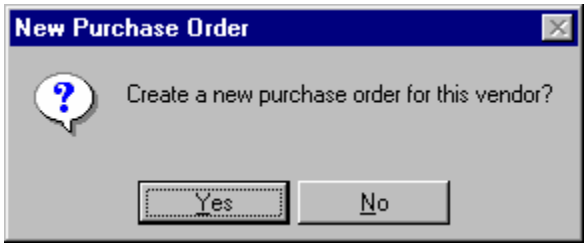
**Set Task**
Click this button when you are finished filling in the information and Solutions will send the details to Outlook Tasks.

## 10.1.7 PURCHASE ORDER BUTTON

If you click on this **Purchase Order** button with a vendor currently displayed on the vendor maintenance screen, you will be given an option to start a purchase order



for that vendor.




If you click Yes, the purchase order screen will display with that vendor already selected, and you may proceed to complete the purchase order. See the chapter on **Purchase Orders**. Click No to cancel the request.

**Add Buttons**
In the vendor screen you will see **Add** buttons next to certain fields. By pressing those buttons you will be able to add items to those fields on the fly, such as Terms and Vendor Types.

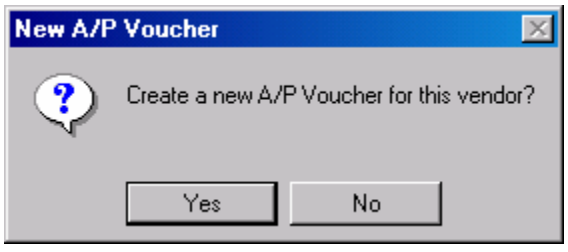
## 10.1.8 PAYMENT HISTORY BUTTON

Clicking on this button opens the Vendor Payment History Report for the selected vendor for the past year.

## 10.1.9 AP VOUCHER BUTTON

Clicking on this button opens the AP Voucher module for this vendor. This is a quick access to AP Voucher which can also be accessed from Modules | Accounts Payable | AP Voucher.

You will then verify that you do want to create a new AP Voucher for this Vendor.

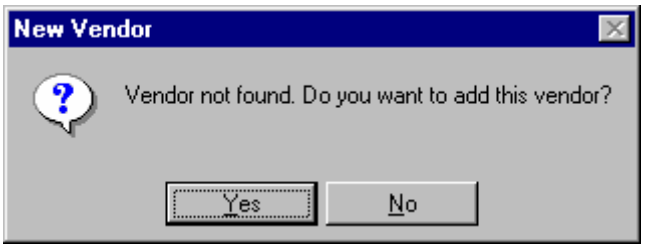



## 10.1.10 CREATING A NEW VENDOR RECORD

1. When the screen is first displayed, the cursor is located in the Code field.

   If it is not, then click the “New” button

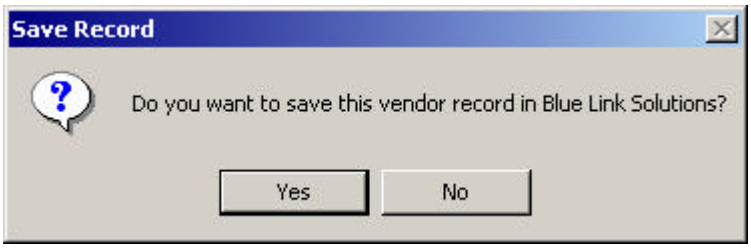
2. Enter a new Vendor Code and press <Enter>. Use codes that will help you identify the vendor by group or alphabetical ranges for other operations in Blue Link Solutions. The following screen will be displayed:




3. Click Yes to add a new vendor; click No to cancel the request

    1. After you enter the new Vendor Code, fill in the rest of the appropriate fields

4. You can save a record by pressing the **Save** button at any time while entering data. The following screen will be displayed:




5. Click Yes to save the new vendor record; click No to cancel the request.

You must enter **Yes** when asked if you wish to save, or the record will not be permanently recorded in the file. The program will not allow you to save a record that does not have a Vendor Code. The record is saved into the Vendor file, and can then be accessed for P/O or voucher operations, for aging, and for printing vendor information.

## 10.1.11 CHANGING AN EXISTING VENDOR RECORD

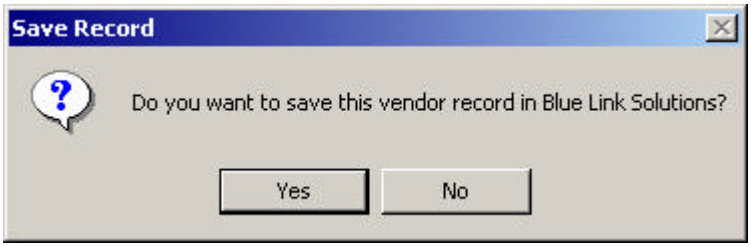
If you need to change a vendor address or telephone number, or if some other important information has changed, find the existing vendor record.

1. Click the "New" button.

2. Select the Vendor code or Vendor Name from the drop down list.

3. Once the vendor's record is displayed, you can change the **Name**, **Contact** or **Telephone Number** fields. You cannot change the currency once the original record is saved.

4. Click the “Save” button and the following screen will be displayed:




5. Click Yes to save the: click No to cancel the request.

The record is saved into the Vendor file, and is available to be accessed for P/O or voucher operations, aging and printing vendor information.

## 10.1.12 DELETING AN EXISTING VENDOR RECORD

When you delete a vendor record in Blue Link Solutions, the **Outstanding Purchases** and the **Outstanding Credits** fields must both show a $0.00 balance.

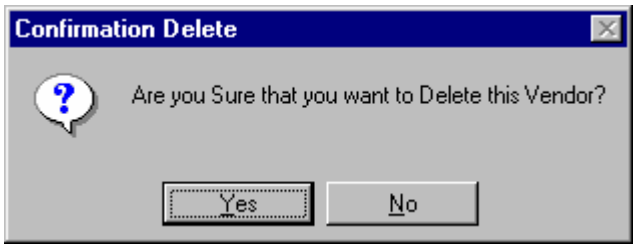
**Once a record is deleted it cannot be recovered.** You will have to re-enter the vendor record if it is deleted in error.

To delete an existing vendor:

1. Display the vendor recording by clicking on the “New” button.

2. Click the “Delete” button

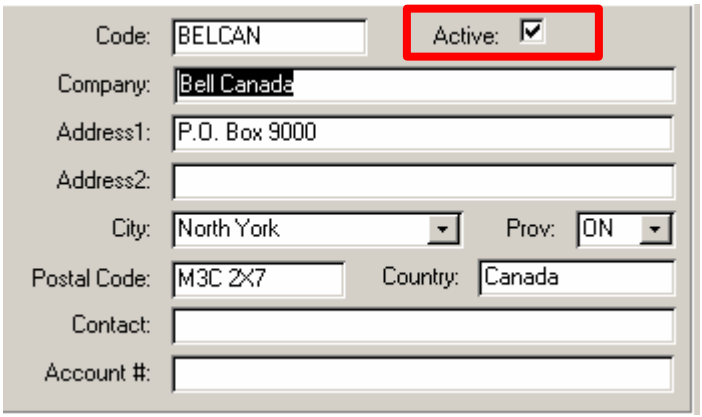
3. The following screen will be displayed if the vendor can be deleted:




4. Click Yes to delete the vendor; click No to cancel the request.

If the **Outstanding Purchases** and **Outstanding Credits** balances for the vendor are not $0.00 you will not allowed to delete the record.

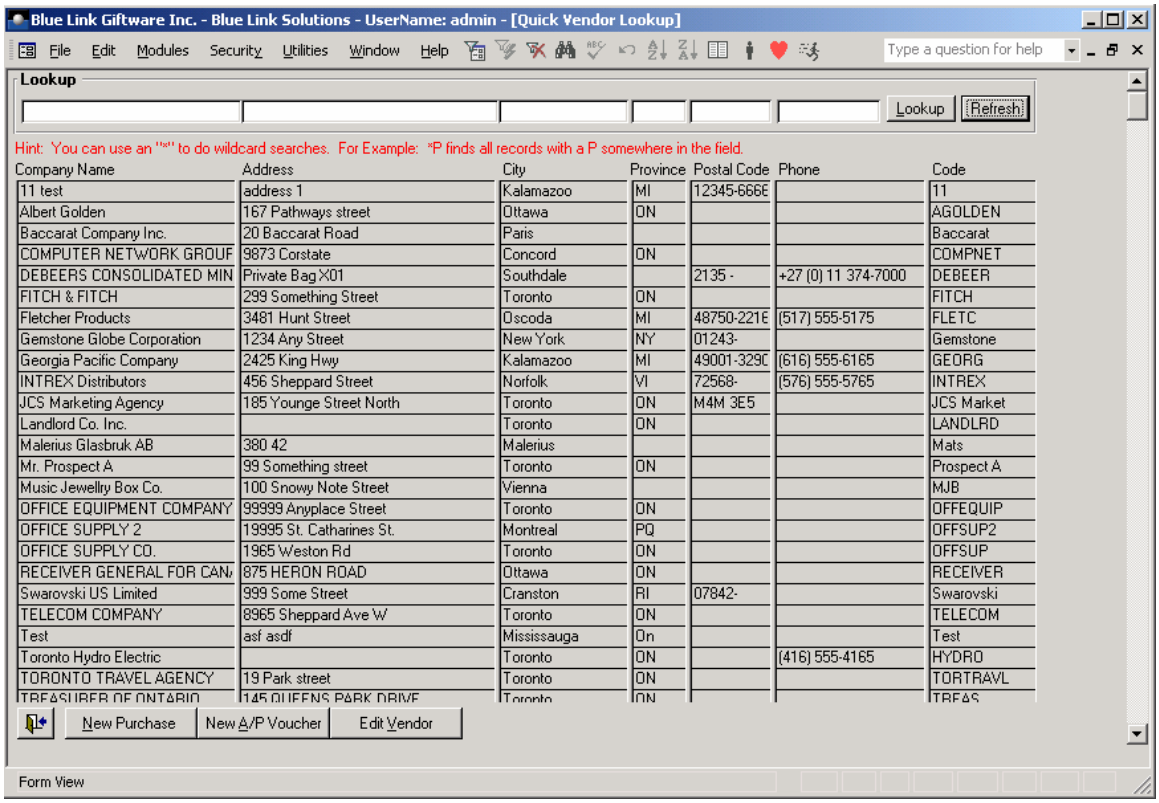
### 10.1.13 INACTIVE FLAG




If you wish to mark a vendor as inactive uncheck the active flag. This vendor will no longer show up in the pick lists such as in Purchase Orders or AP Vouchers. You will still be able to retrieve this vendor by looking up in this module. You may then re-check as active if use this vendor for business in the future.

# 10.2 Quick Vendor Lookup

The quick vendor lookup screen can be used to get vendor address and phone information, or as starting point for entering other types of transactions. To find a vendor you can either scroll through the list or use the lookup functionality at the top of the screen.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Quick Vendor Lookup]
File Edit Modules Security Utilities Window Help
Type a question for help
Lookup
Lookup
Refresh
Hint: You can use an "*" to do wildcard searches. For Example: *P finds all records with a P somewhere in the field.
Company Name | Address | City | Province | Postal Code | Phone | Code
11 test | address 1 | Kalamazoo | MI | 12345-6668 | | 11
Albert Golden | 167 Pathways street | Ottawa | ON | | | AGOLDEN
Baccarat Company Inc. | 20 Baccarat Road | Paris | | | | Baccarat
COMPUTER NETWORK GROUF | 9873 Corstate | Concord | ON | | | COMPNET
DEBEERS CONSOLIDATED MIN | Private Bag X01 | Southdale | | 2135 - | +27 (0) 11 374-7000 | DEBEER
FITCH & FITCH | 299 Something Street | Toronto | ON | | | FITCH
Fletcher Products | 3481 Hunt Street | Oscoda | MI | 48750-221E | (517) 555-5175 | FLETC
Gemstone Globe Corporation | 1234 Any Street | New York | NY | 01243- | | Gemstone
Georgia Pacific Company | 2425 King Hwy | Kalamazoo | MI | 49001-329C | (616) 555-6165 | GEORG
INTREX Distributors | 456 Sheppard Street | Norfolk | VI | 72568- | (576) 555-5765 | INTREX
JCS Marketing Agency | 185 Younge Street North | Toronto | ON | M4M 3E5 | | JCS Market
Landlord Co. Inc. | | Toronto | ON | | | LANDLRD
Malerius Glasbruk AB | 380 42 | Malerius | | | | Mats
Mr. Prospect A | 99 Something street | Toronto | ON | | | Prospect A
Music Jewellry Box Co. | 100 Snowy Note Street | Vienna | | | | MJB
OFFICE EQUIPMENT COMPANY | 99999 Anyplace Street | Toronto | ON | | | OFFEQUIP
OFFICE SUPPLY 2 | 19995 St. Catharines St. | Montreal | PQ | | | OFFSUP2
OFFICE SUPPLY CO. | 1965 Weston Rd | Toronto | ON | | | OFFSUP
RECEIVER GENERAL FOR CAN/ | 875 HERON ROAD | Ottawa | ON | | | RECEIVER
Swarovski US Limited | 999 Some Street | Cranston | RI | 07842- | | Swarovski
TELECOM COMPANY | 8965 Sheppard Ave W | Toronto | ON | | | TELECOM
Test | asf asdf | Mississauga | On | | | Test
Toronto Hydro Electric | | Toronto | ON | | (416) 555-4165 | HYDRO
TORONTO TRAVEL AGENCY | 19 Park street | Toronto | ON | | | TORTRAVL
TREASURER OF ONTARIO | 145 QUEENS PARK DRIVE | Toronto | ON | | | TREAS
New Purchase
New A/P Voucher
Edit Vendor
Form View

| Tip: | To search for text in any part of the item add a "*" wildcard before or after the item (i.e. searching for "L5N*" in the Postal Code/Zip Code field would show all customers in that geographic region). |
|---|---|

**New Purchase**

This button is a shortcut to the Purchase Order screen. See Chapter 13 on Purchase Orders for more information.

**New A/P Voucher Button**

This button is a shortcut to the Enter/Change A/P Voucher screen. See 10.3 Enter / Change AP Voucher for detailed information.

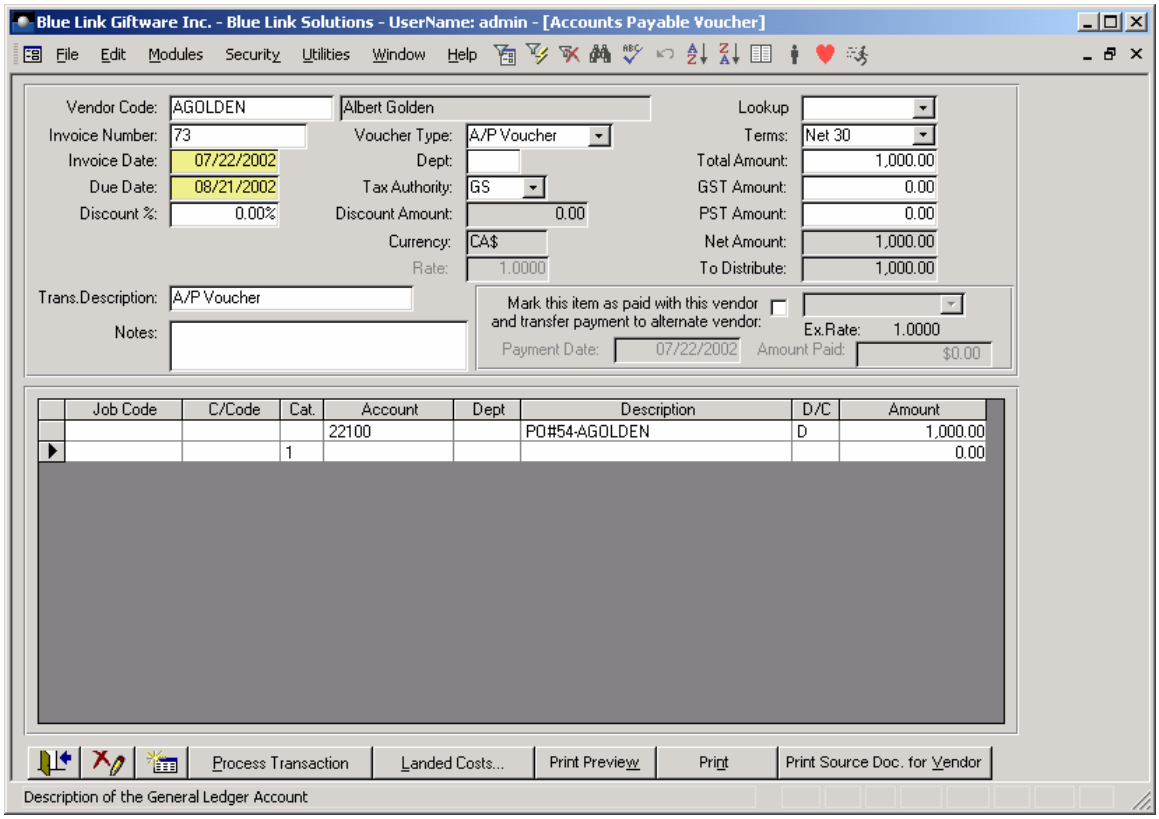
**Edit Vendor Button**

This button is a shortcut to the Enter/Edit Vendor screen. See 10.1 Enter / Edit Vendors for more detailed information.

# 10.3Enter/Change A/P Voucher

Use this function to enter transactions that do not require a paper printout. For example: entering vendor vouchers that do not affect your inventory, you can also record vendor credits or enter reversing vouchers with Credit Memos, and you can enter Manual Cheques, which updates the bank account in addition to the A/P accounts. Normally, inventory items are processed through **Enter/Edit Purchase Order**.

The voucher entry screen is displayed, followed by descriptions of the fields.




## 10.3.1 VOUCHER ENTRY FIELDS

**Code or Name (Required)**
The vendor code. This is a 10 character alphanumeric field. The vendor name is filled in automatically from the vendor file. You may also create a new AP Voucher by typing in the vendor's name. The vendor code will then be automatically filled in.

**Lookup**
This is a list box used to display existing vouchers. Type in the voucher number and press <Enter> to display an existing voucher if you know the voucher number, or press F4 to display the list if you do not.

**Number (Required)**
The invoice/voucher number on the bill you received from the vendor. This is a fifteen character text field. You may also keep the default number that the system provides. If you enter a duplicate number for that vendor, the system will warn you of that fact, but will still allow its entry.

**Voucher Type (Required)**
The invoice/voucher type:

1. A/P Voucher
   - ✍ This is for standard entry of invoices where purchase orders are not required (utility invoices) or the purchase orders were not received with an invoice. (This is the landed cost accrual feature which is only available in Elite).

| GL Account Selected | Debit |
|---|---|
| Accounts Payable | Credit |

2. Credit Memo
   - ✍ This is used to credit your account with the vendor or to reverse out incorrect entries.

| Accounts Payable | Debit |
|---|---|
| GL Account Selected | Credit |

3. Manual Cheque
   - ✍ This is used to enter invoices which have already been paid. For example you may have gone to a local hardware store to purchase some miscellaneous items. You have already paid with a cheque before the invoice is entered back at the office. When you return with the invoice you will enter it with this voucher type selected.

| GL Account Selected | Debit |
|---|---|
| Bank | Credit |

**Terms (Required)**
The payment terms allowed by the vendor. Make your selection from the menu, with the highlighted selection being the default terms type for this vendor from **Enter/Change Vendor Information**.

**Invoice Date**
This is the date of the invoice from your vendor. The default entry is the current date.

**Due Date**
The due date of the invoice, based on the terms entered in the previous field. This may be overridden.

**Discount %**
You may enter the percentage discount information here if applicable. The amount will then appear in the **Discount Amount** field. This may be overridden once you've picked this invoice to pay.

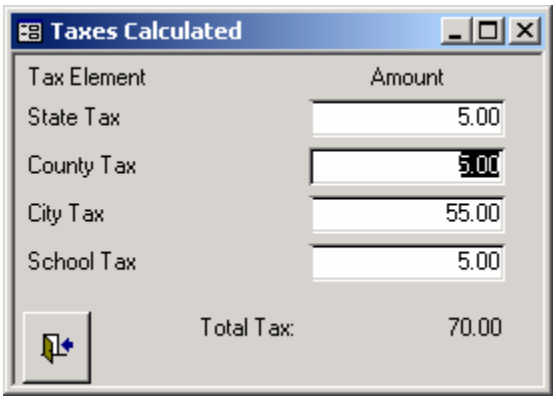
**Dept**
If you are using G/L Departments, enter the G/L Department for posting the **Total Amount** in this field. This field also functions as a default for the distribution accounts.

**Tax Authority**
The tax authority is defaulted from the Vendor set up, but can be overridden by selecting from the drop down list or by typing in the code.

**Total Amount (Required)**
Type in the total amount of the transaction **including tax.**

**Tax Group 1 and 2 Name**
These amounts will be calculated and filled in **automatically** by the system, however tax 1 and tax 2 can be manually overridden and the total will be automatically recalculated.

You may double-click on the tax amount for tax authorities where there is more than one tax element assigned to that tax group. You may then edit a specific level of tax and it will update the total.




The names of these fields are based on the Tax Group Names set up for this tax authority in **System Master Lists | Tax Setup.**
.

**Tax Group 2 Amount**
This amount will be prorated over the expense accounts entered in the lower portion of the screen for all tax authorities except for Group 2 tax elements which are flagged as inputs.

**Net Amount**
The net amount is calculated automatically by the system, taking the specified tax authority into account.

**To Distribute**
The amount you need to distribute to achieve a balanced transaction. This is calculated automatically by the system.

**Currency**
The currency in which you pay this vendor defaults from the Vendor Information screen.

**Rate**
The exchange rate used if you pay this vendor with a different currency. If the currency is foreign, the rate field will be active and can be manually overridden. The system will recalculate the distribution amount.

**Transaction Description**
Enter the transaction description in this field. All of the detail lines you enter in the bottom portion of the screen will have their description fields defaulted to this value (which will appear in your GL as the journal entry description). On the Outstanding tab in the Vendor screen, the AP Voucher will have the description you entered in this field.

**Notes**
Enter notes about this transaction. These notes will appear on the GL reports listed in Chapter 7 which were identified to print these notes. As well they will print on the two reports available to print from this screen.

**Alternate Payment**
If it is known at the time of entering this invoice that it will be paid by an alternate vendor then you may check this box and select one of the alternate payment vendors which were setup in Enter/ Change Vendor. See more information on this in section 10.5.

## 10.3.2 DETAIL/DISTRIBUTION SECTION

In order to enter a balanced transaction, you will need to distribute the amount of the voucher to one or more G/L accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

PLEASE NOTE: If there are any Landed Costs for the selected vendor, and you do not click on the "Landed Costs" button at the bottom of the screen, then the Landed Cost screen will automatically appear when you click in the Detail/Distribution Section.

**Job Code**
Used if you are using job costing to track jobs. This can now be set as the default entry field (Please see Inventory Information in System Interface in CH. 6 for more details).

**Cost Code & Cat**
These fields are used in job costing. When you choose one of the following categories, the G/L Account for that category automatically gets filled in. Categories are:

1 – Labour
2 – Materials
3 – Sub Contract
4 – Other

**Account-Dept**
The General Ledger Account(s) and Department(s) you are using to balance the voucher. You can distribute the amount of the voucher to any number of G/L accounts.

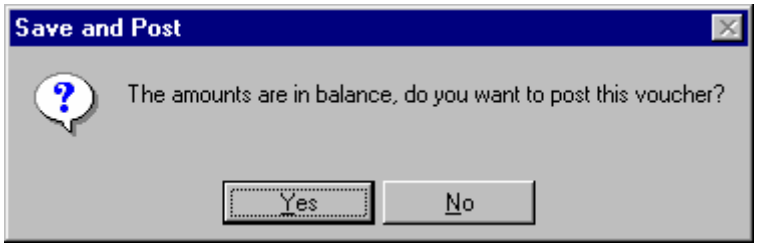
**Description**
The description of each G/L Account is filled in automatically by the system and can be overridden with your own description.

**D/C**
The Debit/Credit field defaults to the normal entry for the account you have selected. You can change the entry if you wish.

**Amount**
The distribution amount. These amounts added to the Net Amount must total zero. The undistributed amount defaults here and may be overridden.

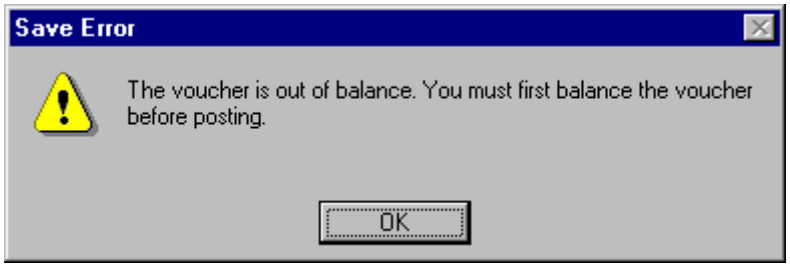
**Process Transaction**
Posts the transaction to Accounts Payable and General Ledger.

If the amounts are in balance, the following screen will be displayed:




Click Yes to process the A/P Voucher; click No to cancel the request.

If the amounts are not in balance, the following screen will be displayed:




Click OK and correct the entries to balance. Then try again.

**Landed Cost Button** ✍
This Elite module is intended to facilitate the inclusion of landed cost factors, such as duty, freight, etc., into the inventory cost of received purchase orders. The estimated amount of each landed cost factor will be added to the supplier cost on the one hand, and accrued as a liability on the other hand. When an invoice is received from, for example, the carrier or broker, it will be set off against the accrued landed cost factor. See Chapter 18 – Elite Features for more details on Landed Cost Tracking.

## 10.3.3 ADDING A NEW VOUCHER

1. Click the "New" button at the bottom of the screen.

2. Click on the code or vendor name box and select a vendor. You may type in the entire vendor code or name and press <Enter>, or use the list display option.

3. After selecting the vendor, enter the invoice number or keep the system default.

4. Select the type of voucher.

   **A/P Voucher** - A record of an invoice you owe a vendor

   **Credit Memo** - A record of what a vendor owes you

   **Manual Cheque** - A record of a direct payment to a vendor

If you choose A/P Voucher or Credit Memo, a record will be added to the Accounts Payable file updating your Outstanding Purchases or Outstanding Credits. Payment on vouchers or application of credits to vouchers is performed in **Pick Invoices to Pay.**

**If you choose Manual Cheque this will update the Bank Account simultaneously and therefore will skip the step of 'Pick toPay'.**

Enter the date of the bill or for the transaction.

1. Enter the due date.

2. Enter the discount percentage that can be taken. The "Discount Amount" field will be calculated based on the percentage in this field.

3. The default terms for the customer will be displayed or you may select a different term from the drop list. If you need other terms types, you can add them in **System Maintenance | System Master Lists | Terms / Types / RMA Reason Codes / Other Lists.**

4. Optionally select a Department code to which this transaction should be assigned.

5. The default Tax Authority code will be displayed or you may select the different Tax Authority code from the drop list.

6. Enter the Total Amount (including taxes)

7. Enter the amount of the GST paid on the bill. The Net Amount and Amount to Distribute are then calculated.

In the case of a standard voucher, the **Total Amount** entry will be posted as a credit to your default A/P account. This means that the balancing transaction must be a debit or combination of debit and credit amounts, for a total of a debit.

If you have chosen to enter a Credit Memo, then the **Total Amount** entry will be posted as a debit to your default A/P account and the balancing transaction must be a credit or combination of credit and debit amounts, for a total of a credit.

The second half of the transaction is to enter the distribution amounts. The sum of the balancing account amounts must equal the amount in the **Net Amount** field before you can save the item. In other words, the debits must equal the credits.

To enter the distribution amounts you must do the following:

1. Select an Account code. To display a list of G/L Account codes, press F4 while the cursor is in the **Account** field. After you make your selection, the appropriate account description is displayed.

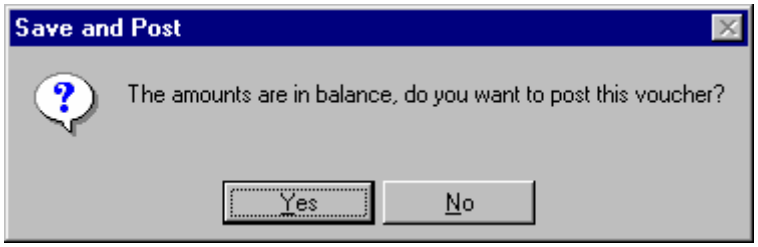
2. Enter whether the balancing account amount should be posted as a debit or credit.

3. In the **Amount** field, type in the amount from this account you want to use to balance the voucher amount. Note: if you are entering a transaction with a recalculated distribution amount (due to exchange difference), make sure the amounts that are posted balance to the new distribution amount. The undistributed amount defaults here but may be overridden.

**Process Transaction**

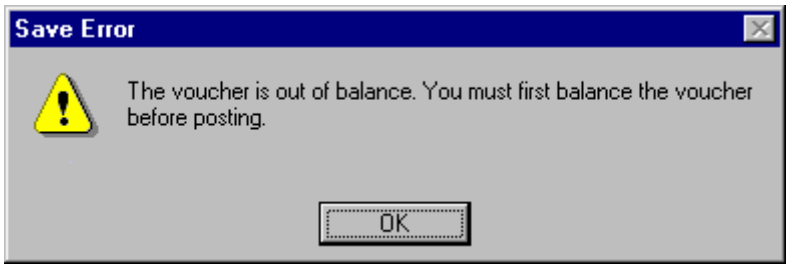
Posts the transaction to Accounts Payable and General Ledger.

If the amounts are in balance, the following screen will be displayed:




Click Yes to process the A/P Voucher; click No to cancel the request. . Posting a voucher adds the transactions to the A/P transaction file, and the voucher to the voucher records. It updates the outstanding credit/invoice balance in the Vendor file, posts the transaction to the General Ledger and the Credit Purchases Journal, and adds an A/P cheque to the bank account (for a Manual Cheque only).

If the amounts are not in balance, the following screen will be displayed:




Click OK and correct the entries to balance. Then try again.

When the program is finished the screen clears and you are returned to the **Code** field. You may then enter another item or exit

## 10.3.4 CHANGING AN EXISTING VOUCHER

1. To change a previously entered voucher, you may choose the voucher to change by using the **Lookup** field to display previously entered vouchers.

2. If the voucher has been posted, you are not allowed to edit it (see Section 10.3.5 - Reversing a Posted Voucher.

3. Once the existing voucher is displayed, the entry routine is the same as creating a new voucher.

4. When you are done, click on the “Process Transaction” button (see the steps in “Process Transaction” section

## 10.3.5 REVERSING A POSTED VOUCHER

A voucher that has been paid can be reversed with a "reversing voucher." Enter a new voucher using the procedures from section 10.3.3 - Adding a New Voucher, being sure to debit the accounts that were credited on the original, and vice versa.

## *A/P Voucher*

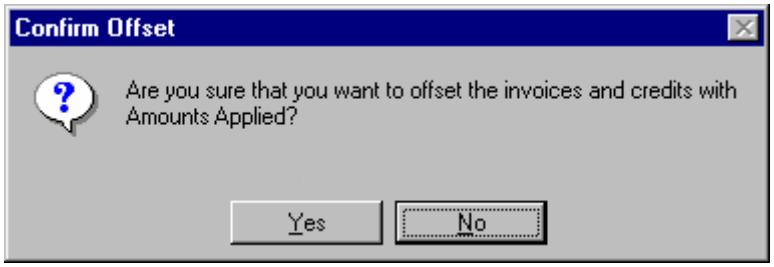
1. If the original voucher type was an “A/P Voucher”, create a “Credit Memo” transaction, save and exit.

2. Go to the **Pick Invoices to Pay** function.

3. Pick sufficient A/P Vouchers for payment to balance the Credit Memo amount,

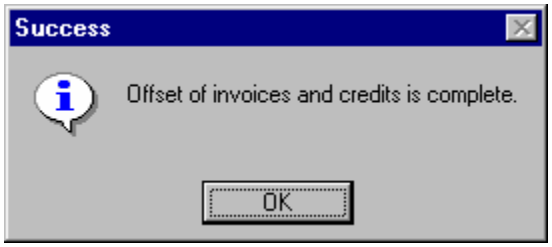
4. Then pick the Credit Memo to apply the credit.

5. Click on the “Offset” button at the bottom of the screen. The following screen will be displayed:




6. Solutions will ask you to verify that you want to apply the selected items against each other. Click Yes and the offsetting transactions will be moved to the vendor’s history record. The new transaction will offset the previous transaction items and the end result is zero; click No to cancel the request.

7. The following screen will be displayed when the transaction is complete.




8. Click OK.

## *Credit Memo*

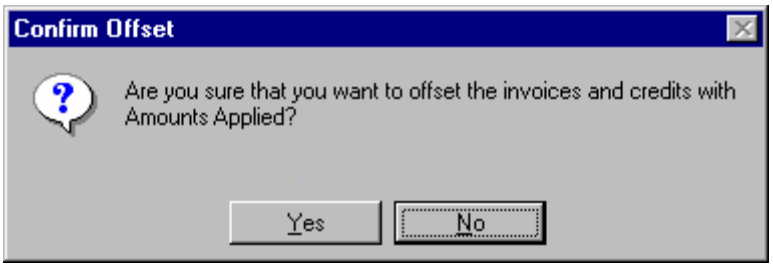
1. If the original was a “Credit Memo”, enter an “A/R Voucher” transaction., save and exit.

2. Go to the **Pick Invoices to Pay** function

3. Pick the voucher for payment,

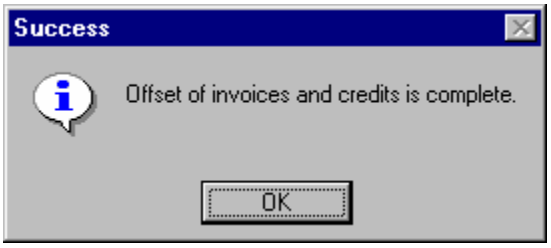
4. Then pick the Credit Memo to apply the credit.

5. Click on the “Offset” button at the bottom of the screen. The following screen will be displayed:




6. Solutions will ask you to verify that you want to apply the selected items against each other. Click Yes and the offsetting transactions will be moved to the vendor's history record. The new transaction will offset the previous transaction items and the end result is zero; click No to cancel the request.

The following screen will be displayed when the transaction is complete. Click OK.




## 10.3.6 ACCOUNTS PAYABLE SOURCE DOCUMENT

You may print the source document for your vendor if they would like a hard copy.

**Blue Link Giftware Inc.**
**Unit 200**
**123 East 2nd**
**Toronto, ON L3X 3M3**
Phone: +44(656)78-44643 Fax (905) 660-8973

**A/P Voucher**
Number: 129
Date: 01/30/2003
Page: 1 of 1

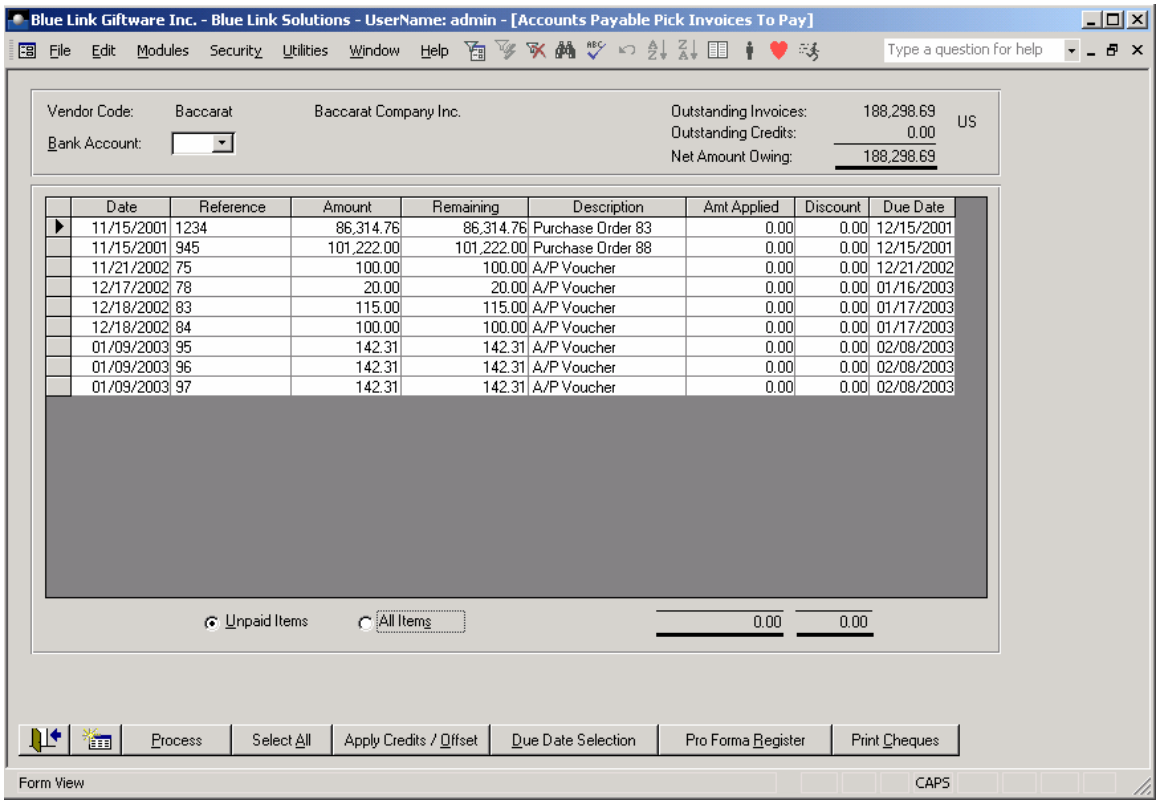
**Vendor:** Swarovski
Swarovski US Limited
999 Some Street
Cranston, RI 07842 USA

**Attention:** Linda Precious

| Description | Currency | | Amount |
|---|---|---|---|
| A/P Voucher | US | Net Amount | 2,215.00 |
| | | City Tax | 0.50 |
| | | County Tax | 0.50 |
| | | School Tax | 0.50 |
| | | State Tax | 5.50 |
| | | Total: | 2,222.00 |

# 10.4Pick Invoices to Pay

Use this program to add vouchers/invoices to the Accounts Payable Bank Account so that cheques may be printed for them. You have the option of making a partial payment on an invoice. **Print Cheques** will print a cheque for an invoice only when it has been chosen here.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Accounts Payable Pick Invoices To Pay]
File Edit Modules Security Utilities Window Help
Type a question for help
Vendor Code: Baccarat
Baccarat Company Inc.
Bank Account:
Outstanding Invoices: 188,298.69
Outstanding Credits: 0.00
Net Amount Owing: 188,298.69
US
Date Reference Amount Remaining Description Amt Applied Discount Due Date
11/15/2001 1234 86,314.76 86,314.76 Purchase Order 83 0.00 0.00 12/15/2001
11/15/2001 945 101,222.00 101,222.00 Purchase Order 88 0.00 0.00 12/15/2001
11/21/2002 75 100.00 100.00 A/P Voucher 0.00 0.00 12/21/2002
12/17/2002 78 20.00 20.00 A/P Voucher 0.00 0.00 01/16/2003
12/18/2002 83 115.00 115.00 A/P Voucher 0.00 0.00 01/17/2003
12/18/2002 84 100.00 100.00 A/P Voucher 0.00 0.00 01/17/2003
01/09/2003 95 142.31 142.31 A/P Voucher 0.00 0.00 02/08/2003
01/09/2003 96 142.31 142.31 A/P Voucher 0.00 0.00 02/08/2003
01/09/2003 97 142.31 142.31 A/P Voucher 0.00 0.00 02/08/2003
Unpaid Items
All Items
0.00
0.00
Process
Select All
Apply Credits / Offset
Due Date Selection
Pro Forma Register
Print Cheques
Form View
CAPS

**Vendor Code (Required)**
Select the code of the vendor to be paid. The vendor's name is filled in automatically from the vendor file.

**Vendor Name**
Alternatively, you may select a vendor to pay by typing in its name.

**Bank Account**
The account to be used to pay the invoice. The accounts currency must match the currency of the Vendor.

**Outstanding Invoices**
The amount in dollars of invoices due to this vendor, filled in automatically from the vendor file.

**Outstanding Credits**
The amount, in dollars, of credits to your account with this vendor, filled in automatically from the vendor file.

**Net Amount Owing**
The net effect of the Outstanding Invoices and Outstanding Credits.

**Date**
The date of this invoice.

**Reference**
The Invoice or Voucher Number for this transaction.

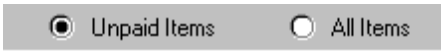
**Amount**
The total of this invoice.

**Remaining**
The amount remaining unpaid for this invoice.

**Description**
The description of this invoice.

**Amt Applied**
The amount of payment you want to apply to this invoice.

**Discount**
The amount of the discount you have taken for this invoice.




You are also offered an option to show only unpaid items or all items for the specified vendor.

At the bottom of the screen there are five buttons which are explained as follows:

Press the "Process" button to record the payment.

Allows you to automatically select all invoices that have unpaid amounts.

Allows you to offset any invoices and credits against each other without triggering any General Ledger transactions. However, this will only work if the total of invoices and credits selected is equal to zero. If this is a foreign currency transaction then there will be an exchange difference entry in the General Ledger.

Allows you to print the cheques directly from this screen.

Allows you to pay invoices for one or more vendors according to the due date of the invoice.

This is a shortcut to the Pro Forma Bank Account report that is detailed later in this Chapter.

## 10.4.1 CHOOSING AN INDIVIDUAL INVOICE FOR PAYMENT

1. If you are not in the “Code” field, click the “New” button.

2. Select the Vendor Code or Name from the drop down list or use the Standard Record Search keys, or press F4

   The vendor name and all other applicable information will be displayed in the remaining fields and you can continue.

If you have outstanding credits with this vendor, your outstanding credit amount is displayed as a credit invoice (with a negative balance) along with your other invoices. You cannot apply credits until after you choose an invoice or invoices to pay, and then you can only apply an amount up to the amount of the invoice chosen.

The program will display a list all outstanding invoices for this vendor in a menu format. You can also choose to display all items (paid and unpaid).

The information displayed is **Date, Reference, Amount, Remaining, and Description**. The **Amt Applied** field helps you to keep track of your payment during a session.

1. You must choose an open invoice for payment before you can pick a credit to apply. To choose an invoice, move the cursor over your choice with the arrow keys or mouse. The invoice number, date, and amount are displayed.

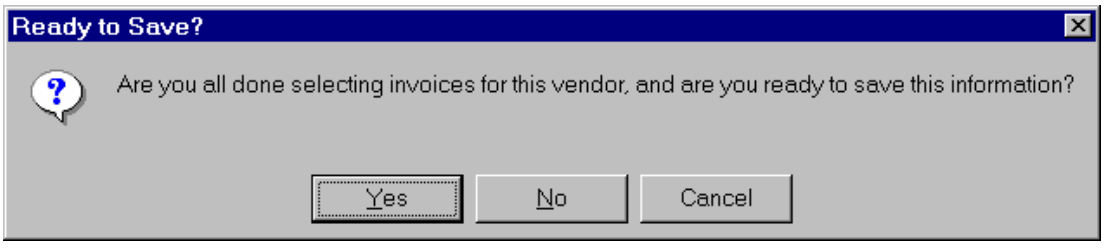
2. Type in the amount you want to pay on the invoice in the **Amt Applied** field. It can be up to the total amount remaining on the invoice.

3. You can change the amount, or press <Enter> to move the cursor to the **Discount** field.

4. After entering the amount applied and discount and pressing <Enter>, you are moved to the next invoice. The invoices to which you have already applied payment show the amount in the **Amt Applied** column. If you choose to take a discount, remember to reduce the amount in the **Amt Applied** field accordingly. If you have already entered the discount when you entered the voucher, the amount will be defaulted here but may be overridden.

   .

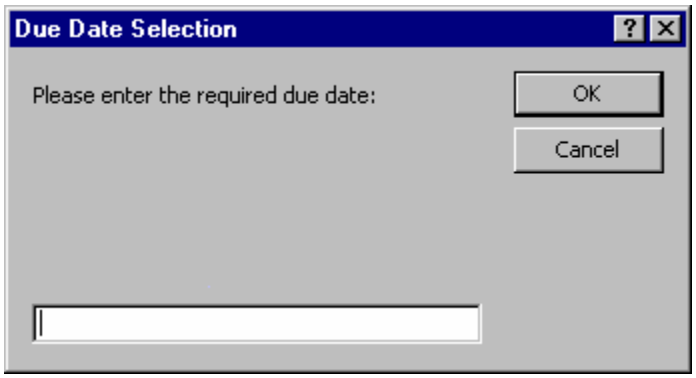
5. To mark this transaction as complete and save your choices, press the “**Process”** button. The following screen will be displayed:


Ready to Save?
Are you all done selecting invoices for this vendor, and are you ready to save this information?
Yes
No
Cancel

6. Click **Yes** and your session is saved and you are returned to the first screen to enter another code; click **No** or **Cancel** to cancel the request.

## 10.4.2 SELECTING INVOICES BY DUE DATE

Click on the "**Due Date Selection"** button, and the following screen appears:




1. Enter the required due date in MM/DD/YY format

2. Click **OK**.

| Note: | Before you pay by this method it is recommended that you print the Due Date Selection report so that you know what is going to be processed. It is found under **Accounts Payable \| Print Due Date Selection Report** |
|---|---|

You may check these invoices in the **Pro Forma Bank Account** and modify any that are incorrect. Using this option assumes that the total of each invoice is to be paid. If you are only going to pay part of an invoice, it may be better to select that individual invoice for payment.

You should run **Print Pro-Forma Bank Account** after you run this program, and before you run **Print Cheques**. You may either run **Pro-Forma Bank Account** from the button located at the bottom of the screen or from the Options menu.

If you find that too many items have been marked for payment, you can rerun this program using the Pro forma bank account to help you.

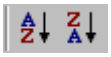
To change the items picked for payment for a particular vendor, enter the vendor code as though it was a new entry. You can then re-enter all of the amounts to apply.

Any outstanding credit that you apply for payment is deducted from the cheque written. If the credit is equal to the amount marked to pay, no cheque will be written. Instead, use the Offset button at the bottom of the screen. The outstanding invoice and credit amounts in the Vendor file are updated, and the A/P Transaction file's record of amounts remaining to be paid is updated.

## 10.4.3 EDIT/CHANGE INVOICES TO PAY

You have already processed your invoices to be paid but now realize after viewing the Pro-Forma Bank Account that some should not be paid or the amount changed. Select the Vendor for which you wish to change and then hit the "Unprocess" button to be able to edit the amount to be paid. This changed must then be processed to save.

### 10.4.4 FINDING AN INVOICE TO PAY

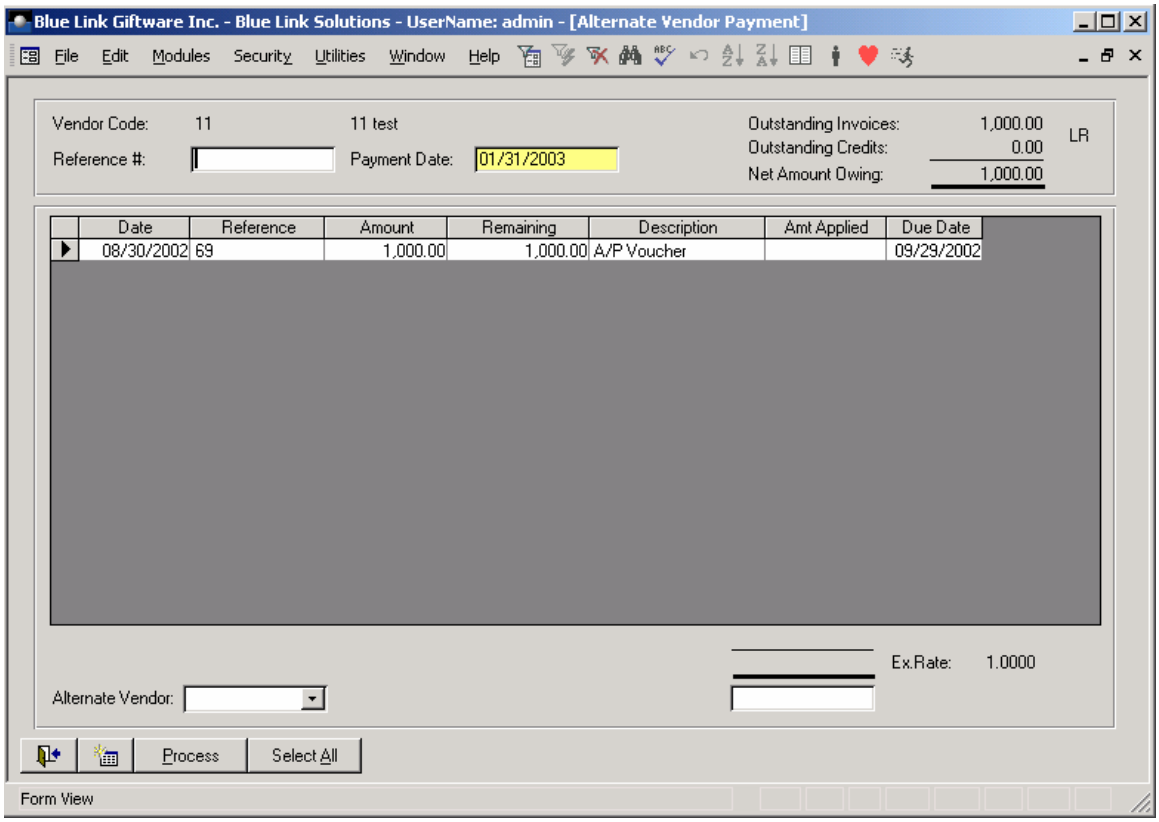


The Pick Invoices to Pay screen can be sorted so that it displays the transactions in ascending or descending order based on any of the transaction fields. To do so, put the cursor in field that you want to sort by (Reference, for example). Then click on one either the "Sort Ascending" or "Sort Descending" buttons. (These are located on the menu bar at the top of the screen).

# 10.5 Alternate Vendor Payment

The Alternate Vendor Payment feature is designed to allow you to transfer a balance of one vendor to that of another vendor. This would be necessary if you purchased merchandise from Vendor ABC but are required to pay Vendor DEF for this. This is most likely to arise from a credit card purchase. The purchase is made to Vendor ABC, but you purchase with DEF's credit card and therefore owe the money to DEF. This will result in a paid invoice in ABC's file, but a new invoice for DEF.

You may transfer balances between vendors of different currencies.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Alternate Vendor Payment]
File Edit Modules Security Utilities Window Help
Vendor Code: 11 11 test
Reference #:
Payment Date: 01/31/2003
Outstanding Invoices: 1,000.00
Outstanding Credits: 0.00
Net Amount Owing: 1,000.00
LR
Date Reference Amount Remaining Description Amt Applied Due Date
08/30/2002 69 1,000.00 1,000.00 A/P Voucher 09/29/2002
Ex.Rate: 1.0000
Alternate Vendor:
Process
Select All
Form View

1. Select the **Vendor's code** of the invoice(s) of which you wish to transfer from. In this example it is ABC.

2. You may then record a **reference** number for this transaction.

3. Enter the date you want referenced as this being paid as.

4. You will be able to select which invoices you want to transfer to the alternate payment vendor. Simply click your cursor in the **"Amt Applied"** field, similar to Pick Invoices to Pay.

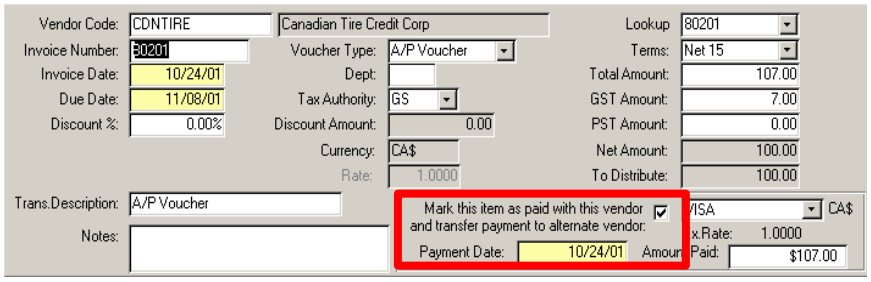
5. Select the **Alternate Vendor** to whom these balances will transfer to.

6. Select process to post the transaction.

| | |
|---|---|
| **Note** | **If the currencies vary between the alternate vendor and the original vendor you are able to change how much transfers. Simply edit the total amount field on the bottom right. This will be the actual amount that transfers.**<br><br>**This is handy for credit card purchases in a foreign country. You usually don't know the exchange rate until you receive the statement.** |

## 10.5.1 ALTERNATE PAYMENT AT AP VOUCHER

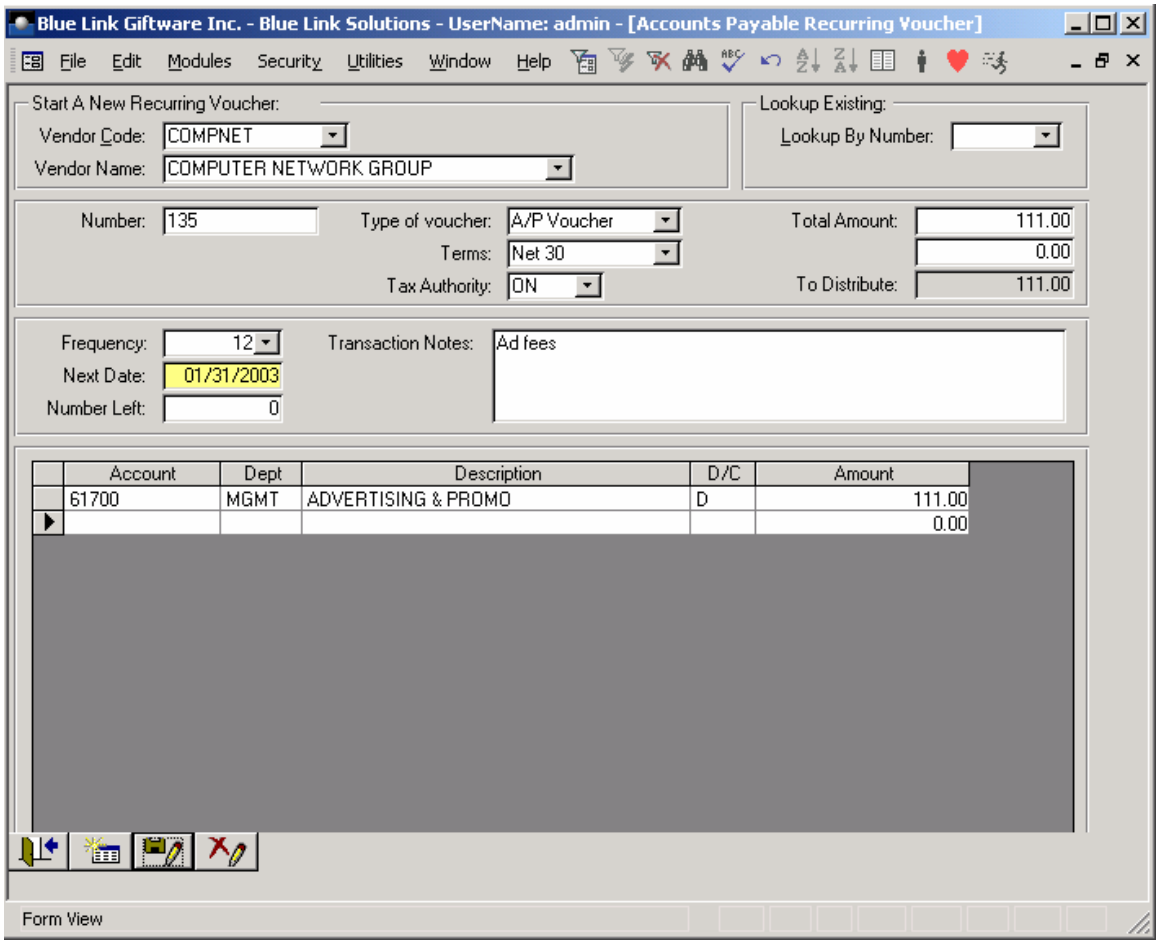
If at the time of entering the AP Voucher you know that it is being paid by an alternate vendor, you may mark it as paid to the original vendor but outstanding to the alternate vendor.



# 10.6 Enter Recurring Voucher

This program provides you with a convenient way to post a periodic transaction without re-entering the transaction every time. Once the transaction is entered through this program, run the "**Generate Recurring Vouchers"** function to allow you to call up the original entry as a "template" for the posting program to fill in automatically. When posting, the current date is used as the transaction date.

The recurring transactions entered here are assigned a number from the **Next Recurring A/P # field** in **System Interface**. This number identifies this "template" transaction only; the vouchers generated using this entry are assigned a number from the **Next A/P Invoice # default**.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Accounts Payable Recurring Voucher]
File Edit Modules Security Utilities Window Help
Start A New Recurring Voucher:
Vendor Code: COMPNET
Vendor Name: COMPUTER NETWORK GROUP
Lookup Existing:
Lookup By Number:
Number: 135
Type of voucher: A/P Voucher
Terms: Net 30
Tax Authority: ON
Total Amount: 111.00
0.00
To Distribute: 111.00
Frequency: 12
Next Date: 01/31/2003
Number Left: 0
Transaction Notes: Ad fees
Account Dept Description D/C Amount
61700 MGMT ADVERTISING & PROMO D 111.00
0.00
Form View

The following field explanations are limited to those that differ from **Enter/Change Payable Voucher**.

**Number**
The Number field has a slightly different function than the number of vouchers from **Enter/Change Vouchers**. This Number uniquely identifies the recurring voucher "template", and is assigned automatically from the Next Recurring A/P # field in **System Interface**. You can override this number if you wish. The Number field is a fifteen character text field.

**# of Occurrences**
The entry in this field indicates the number of times per year that the transaction occurs. For example, 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date.

**Number Left**
The entry in this field is the maximum number of times in a year that this transaction may be posted. When the **Generate Recurring Vouchers** program is run, only transactions due which have not yet reached their maximum are posted. This field is used to determine whether or not to post the transaction.

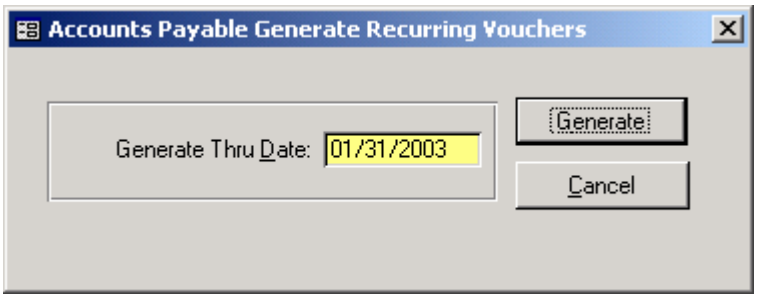
**Next Date**
The date the next transaction is scheduled calculated from the initial date entered, and from how frequently the transaction recurs.

**Transaction Notes**
Enter notes on this recurring transaction. These will print on various GL reports stated in Chapter 7.

See **Enter/Change Payable Voucher** for an explanation of how to enter an A/P voucher. The fields described above are required fields. You are not allowed to save a record that does not have the required fields filled in.

# 10.7 Generate Recurring Vouchers

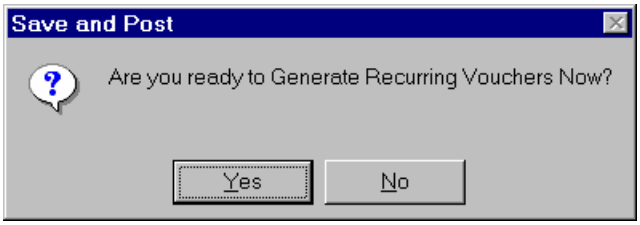
Use this function on a regular basis to post the recurring items created through the "**Enter Recurring Voucher"** function.




You can print the "Print Recurring Voucher" report prior to generating the recurring vouchers so that you know which vouchers will be generated.

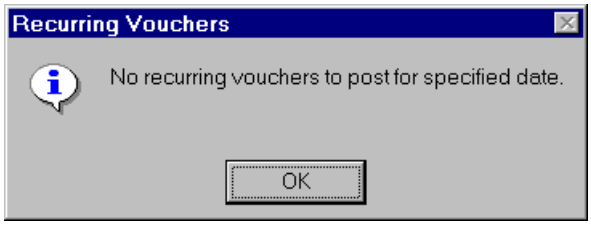
You can limit the posting by changing the "Generate Thru Date". The "Generate Thru Date" defaults to the current date but may be manually overridden.

Click on **Generate** button after you have entered the "Generate Thru" date. The following screen will be displayed:




Click Yes to post the vouchers to A/P; click No to cancel the request.

If there are no recurring vouchers for the time period you specified, the following screen will be displayed:

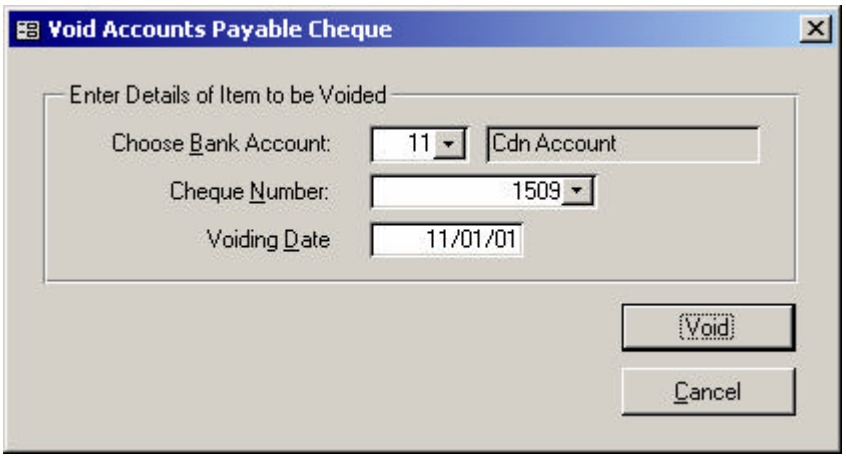



If there are vouchers, a screen with the message: "Posting of recurring vouchers is complete." will be displayed.

# 10.8 Void Payable Cheque

Use this function to void an A/P cheque after it has already been printed and posted.

A/P cheques can be voided until they are reconciled using the Bank Account Reconciliation function.

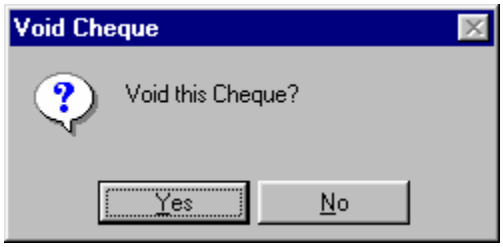



1. Select the bank account on which the cheque is drawn. Your choice is displayed in the Bank Account field.

2. Select the cheque number of the cheque you want to void from the drop down list or type in the number.

3. Enter the date that you are voiding the cheque.

4. Click the **Void** button. The following screen will be displayed:




5. If you click Yes, the program creates an adjusting entry in the **Bank Account** to offset the cheque amount and creates an outstanding voucher in Accounts Payable; click No to cancel the request.

6. When the cheque has been voided, the following screen will be displayed:

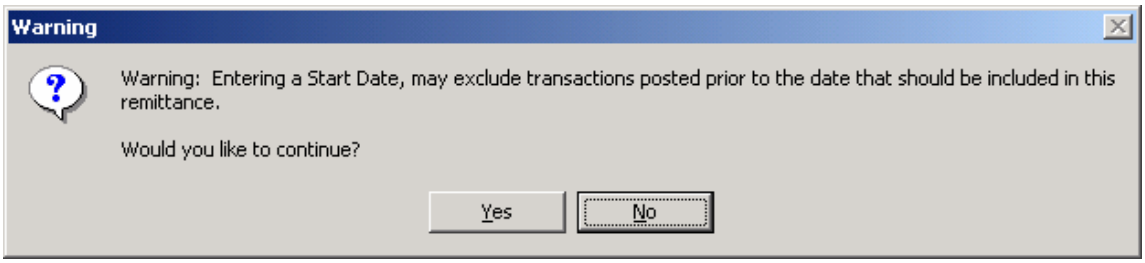
# 10.9 Prepare Tax Remittance

See your country specific guide for detailed examples suited to your tax jurisdictions.
Found under **Modules | Accounts Payable | Prepare Tax Remittance** this form is designed to help you quickly remit your taxes.

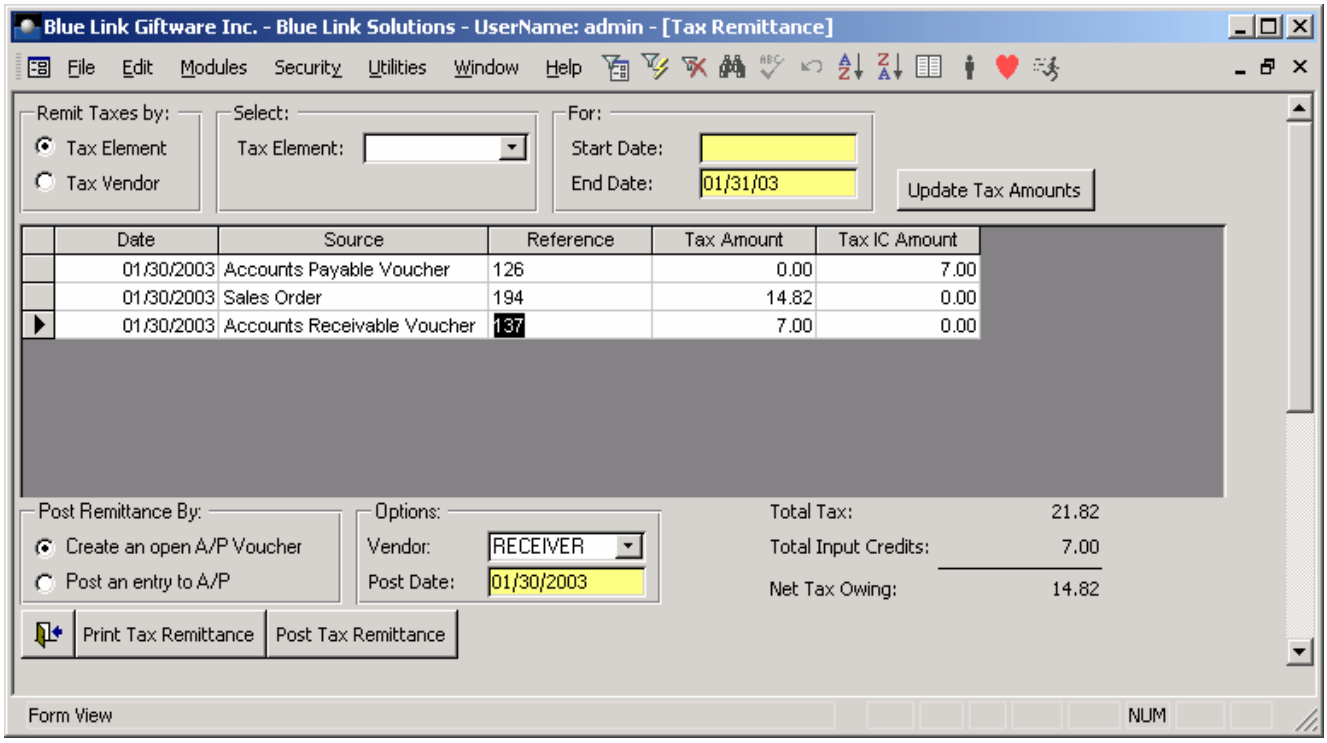
**Remit Taxes By –** Tax Element or Tax Vendor.

**For –** the default start date is blank. This is because you may have back posted invoices and would not want to exclude these. The ending date defaults to the last day of the previous month as it assumes that at the time of processing this you are remitting for the last period. You may change these.

You will receive the following message if you enter a start date.


Warning
Warning: Entering a Start Date, may exclude transactions posted prior to the date that should be included in this remittance.
Would you like to continue?
Yes
No

**Update Tax Amounts –** once your selection criteria is set, select this button to update the applicable tax amounts to the screen. What will display is every tax detail that falls within the selected criteria.




**Post Remittance By –** you may choose to create an open AP Voucher or directly post an entry to AP. The entry posted will be a debit to the tax liability account and a credit to accounts payable.

**Options -** Select the Vendor you remit taxes to. If posting directly to AP then select the posting date that you for it to post to the General Ledger.

## 10.9.1 PRINT TAX REMITTANCE

If you require a report of what is being remitted you should print this report before you post the Tax Remittance.

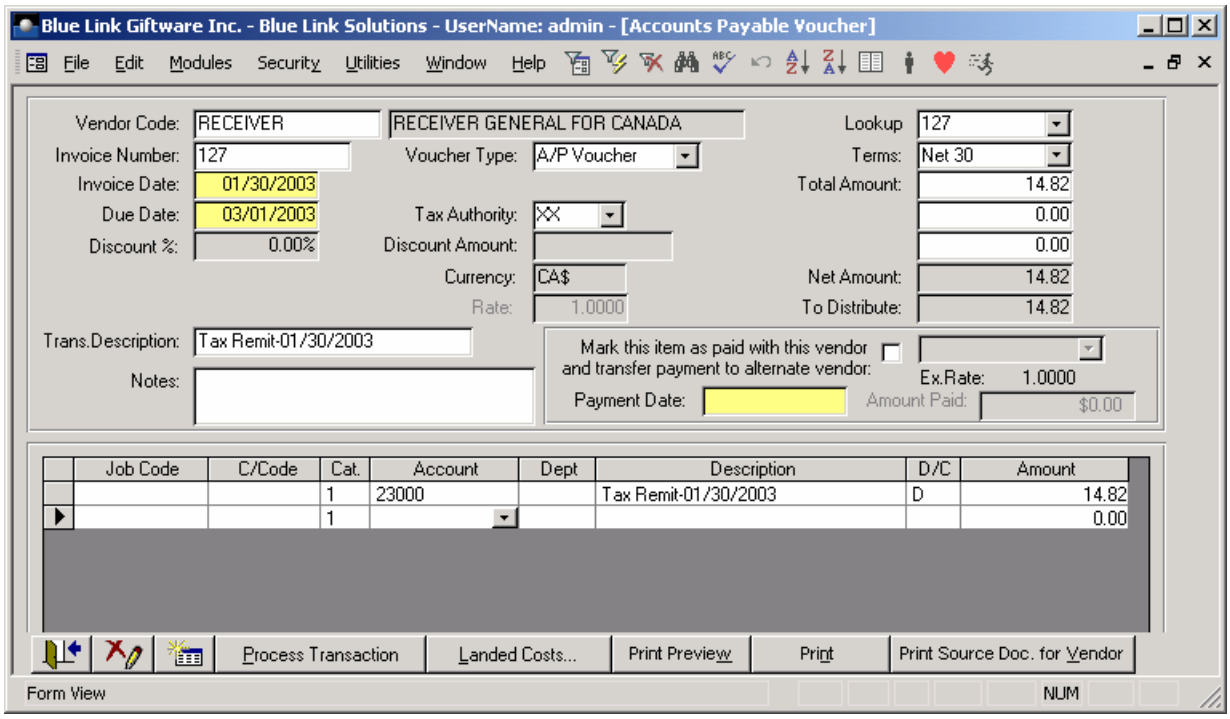
Blue Link Giftware Inc.
**Tax Remittance Report**

| Date | Source | Reference # | Tax Amount | Input Credit |
|---|---|---|---|---|
| Tax Element: GST | | | | |
| 01/30/2003 | Accounts Receivable Voucher | 137 | 7.00 | 0.00 |
| 01/30/2003 | Sales Order | 194 | 14.82 | 0.00 |
| 01/30/2003 | Accounts Payable Voucher | 126 | 0.00 | 7.00 |
| | | **Total Tax:** | | 21.82 |
| | | **Total Input Credits:** | | 7.00 |
| | | **Tax Owing:** | | 14.82 |

## 10.9.2 POST TAX REMITTANCE

Below is an example of the above Tax Remittance being posted as an Open AP Voucher. Recall the voucher in the lookup, and then make any changes if necessary before posting.

Once this voucher is posted it is treated like any other payable in that it is ready to be paid and will display on your AP aging report until paid.

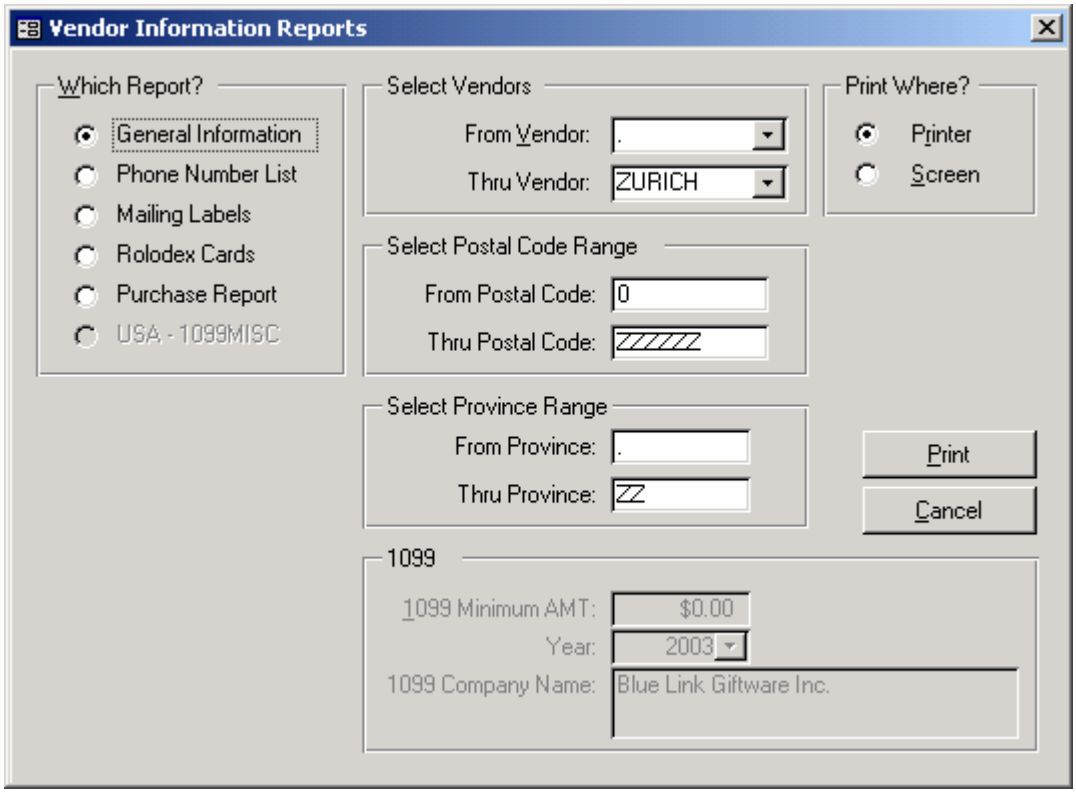



## 10.9.3 NOTE

? If you process the tax to an Open AP Voucher and then decide to delete the AP Voucher this information for remitting will be flagged as being remitted.

# 10.10 Print Vendor Information Reports

Use the Vendor Information Reports function to get a report of the Vendor codes, names, addresses, contacts, and telephone numbers. Use the Phone Listing report to generate a report listing customer name and telephone number. The Purchase report will give a report of the Vendor Outstanding Credit, Outstanding Invoices, and Purchases, calculating and displaying Year to Date and Last Year. Use the Mailing Label program to print the Vendor address information on standard mailing labels. The Rolodex card program will print the Vendor address, contact, and telephone information on Rolodex cards.



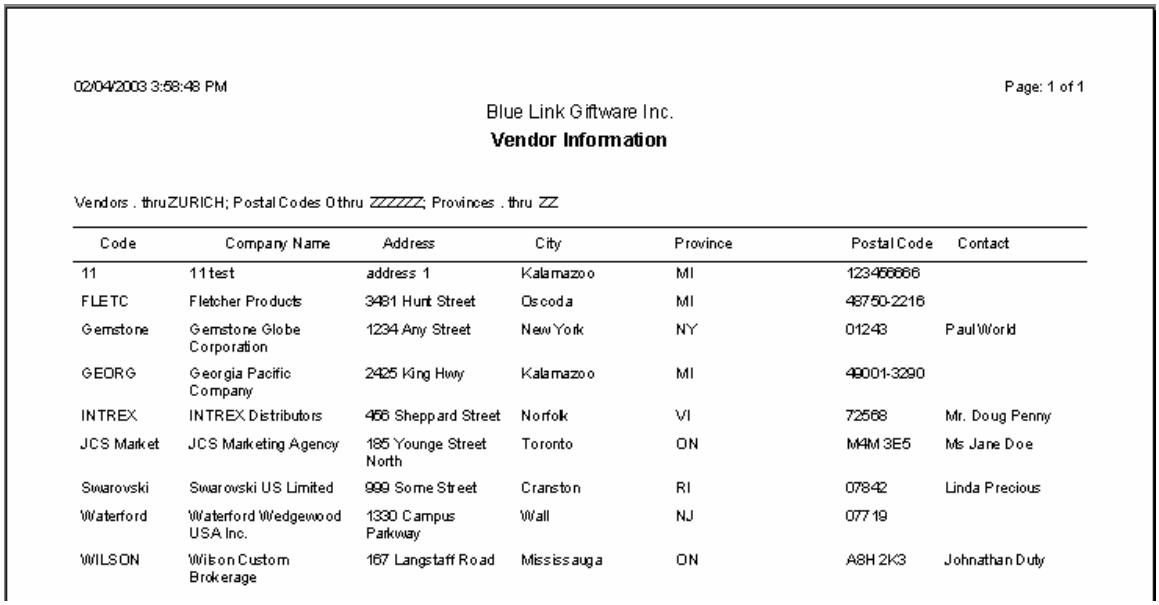

Enter a range of vendor codes or classifications to print. You can limit the report to one vendor. If you do not change the default limits the program will print all the vendors.

| | |
|---|---|
| Please note: | If you request Vendor Information for a Vendor with no data, you will receive the following error message: |

You may limit the reports by entering the range of vendor codes, postal codes/zip codes, or Provinces/States/Counties. In the Mailing Label program, to facilitate printing large numbers of labels, the

program allows you to specify that number of labels across. You can print from 1 or 3 labels across on your printer. Please note – the General Information report will only print vendors that have classes set up in the vendor file. These reports may be printed to the printer or previewed on screen.

**Vendor Information**



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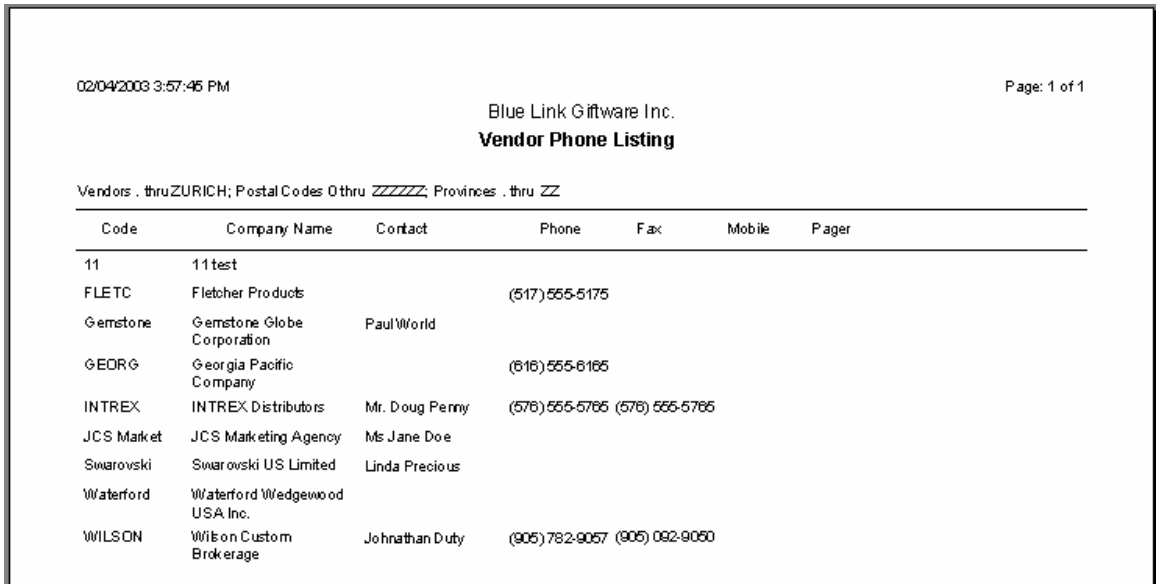
Blue Link Giftware Inc.

**Vendor Information**

Vendors . thruZURICH; Postal Codes 0thru ZZZZZZ; Provinces . thru ZZ

| Code | Company Name | Address | City | Province | Postal Code | Contact |
|---|---|---|---|---|---|---|
| 11 | 11test | address 1 | Kalamazoo | MI | 123456666 | |
| FLETC | Fletcher Products | 3481 Hunt Street | Oscoda | MI | 48750-2216 | |
| Gemstone | Gemstone Globe Corporation | 1234 Any Street | New York | NY | 01243 | Paul World |
| GEORG | Georgia Pacific Company | 2425 King Hwy | Kalamazoo | MI | 49001-3290 | |
| INTREX | INTREX Distributors | 456 Sheppard Street | Norfolk | VI | 72568 | Mr. Doug Penny |
| JCS Market | JCS Marketing Agency | 185 Younge Street North | Toronto | ON | M4M 3E5 | Ms Jane Doe |
| Swarovski | Swarovski US Limited | 999 Some Street | Cranston | RI | 07842 | Linda Precious |
| Waterford | Waterford Wedgewood USA Inc. | 1330 Campus Parkway | Wall | NJ | 07719 | |
| WILSON | Wilson Custom Brokerage | 167 Langstaff Road | Mississauga | ON | A8H 2K3 | Johnathan Duty |

**Vendor Phone Listing**



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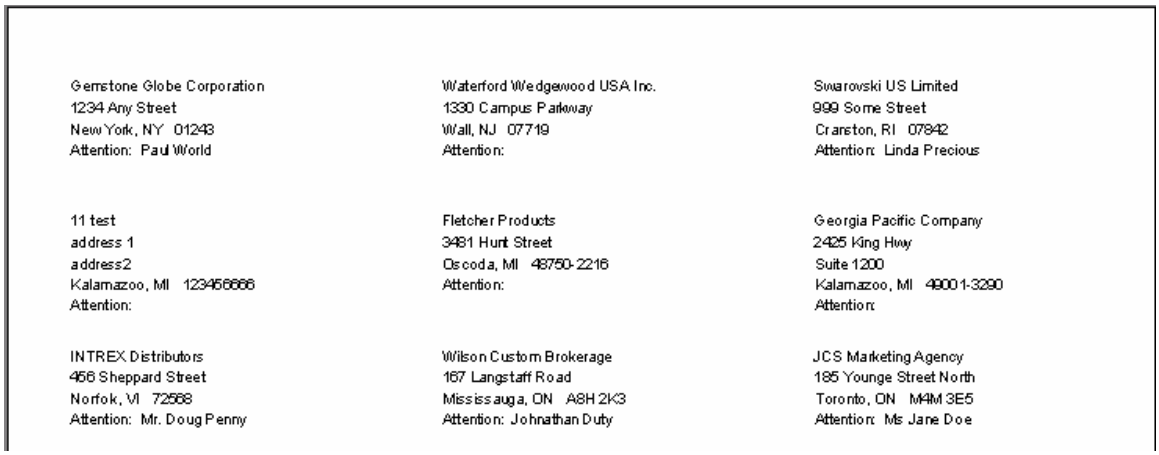
Blue Link Giftware Inc.

**Vendor Phone Listing**

Vendors . thruZURICH; Postal Codes 0thru ZZZZZZ; Provinces . thru ZZ

| Code | Company Name | Contact | Phone | Fax | Mobile | Pager |
|---|---|---|---|---|---|---|
| 11 | 11test | | | | | |
| FLETC | Fletcher Products | | (517)555-5175 | | | |
| Gemstone | Gemstone Globe Corporation | Paul World | | | | |
| GEORG | Georgia Pacific Company | | (616)555-6165 | | | |
| INTREX | INTREX Distributors | Mr. Doug Penny | (576)555-5765 | (576)555-5765 | | |
| JCS Market | JCS Marketing Agency | Ms Jane Doe | | | | |
| Swarovski | Swarovski US Limited | Linda Precious | | | | |
| Waterford | Waterford Wedgewood USA Inc. | | | | | |
| WILSON | Wilson Custom Brokerage | Johnathan Duty | (905)782-9057 | (905)092-9050 | | |

## Vendor Mailing Labels



Gemstone Globe Corporation
1234 Any Street
New York, NY 01243
Attention: Paul World

Waterford Wedgewood USA Inc.
1330 Campus Parkway
Wall, NJ 07719
Attention:

Swarovski US Limited
999 Some Street
Cranston, RI 07842
Attention: Linda Precious

11 test
address 1
address2
Kalamazoo, MI 123456666
Attention:

Fletcher Products
3481 Hunt Street
Oscoda, MI 48750-2216
Attention:

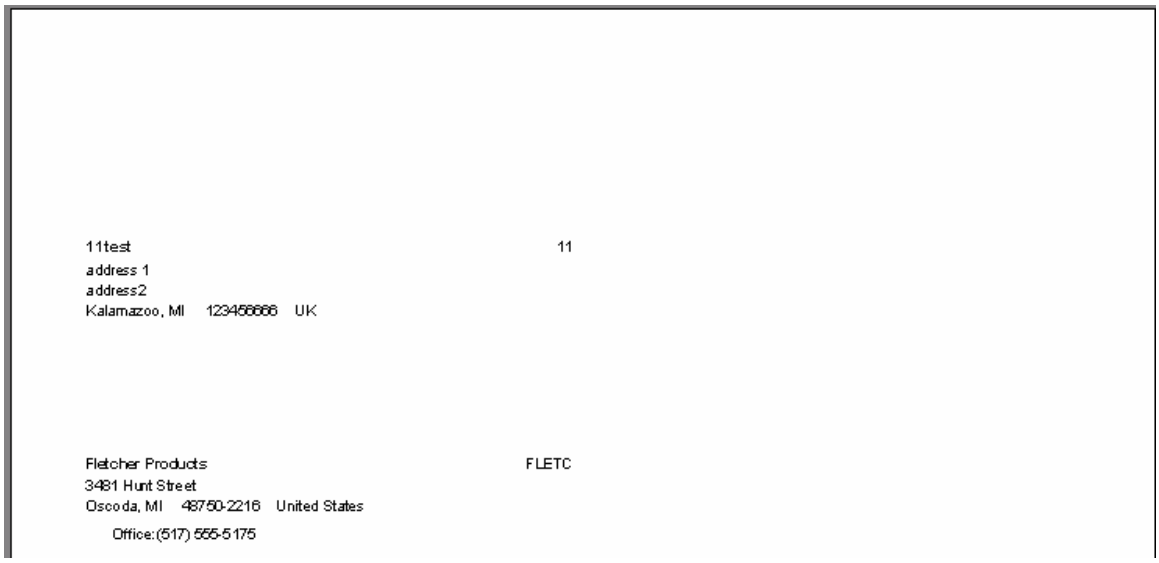
Georgia Pacific Company
2425 King Hwy
Suite 1200
Kalamazoo, MI 49001-3290
Attention:

INTREX Distributors
456 Sheppard Street
Norfok, VI 72568
Attention: Mr. Doug Penny

Wilson Custom Brokerage
167 Langstaff Road
Mississauga, ON A8H 2K3
Attention: Johnathan Duty

JCS Marketing Agency
185 Younge Street North
Toronto, ON M4M 3E5
Attention: Ms Jane Doe

## Vendor Rolodex Cards



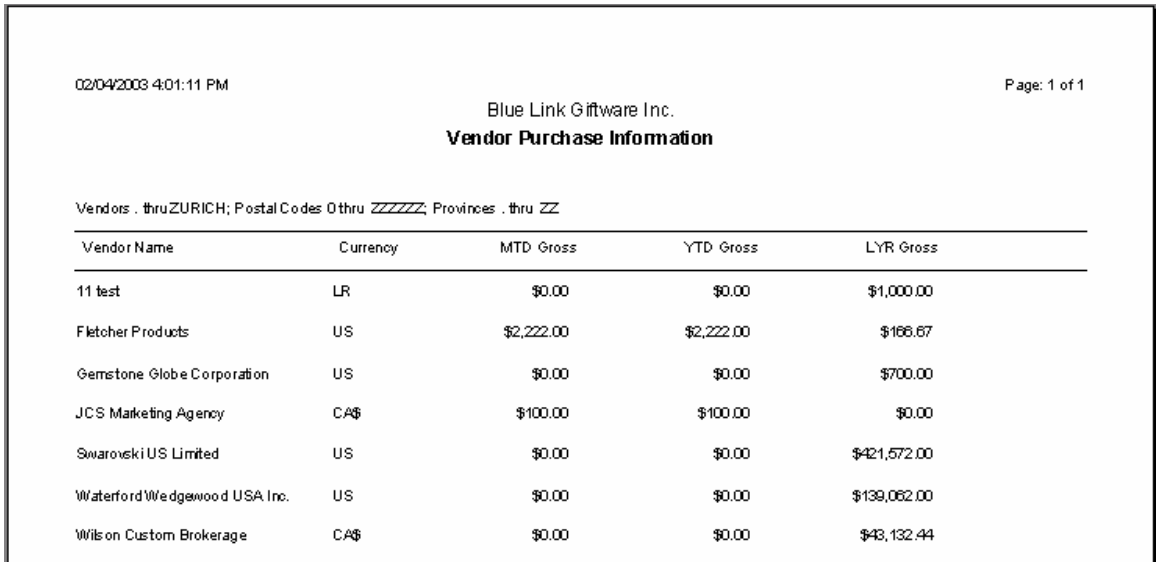
11test
address 1
address2
Kalamazoo, MI 123456666 UK

11

Fletcher Products
3481 Hunt Street
Oscoda, MI 48750-2216 United States
Office:(517) 555-5175

FLETC

**Vendor Purchase Information**



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Blue Link Giftware Inc.

**Vendor Purchase Information**

Vendors . thruZURICH; Postal Codes 0thru ZZZZZZ; Provinces . thru ZZ

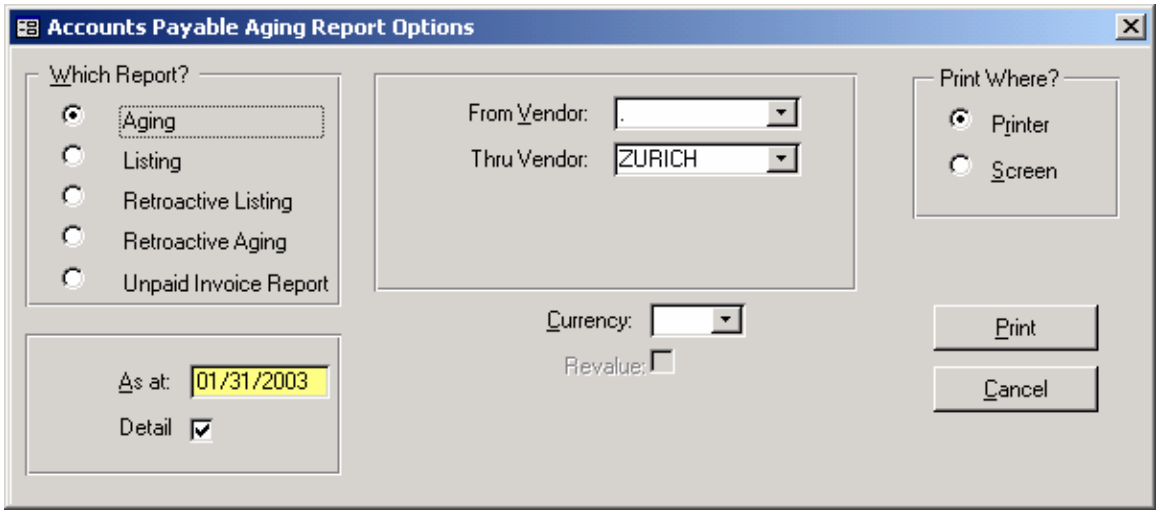
| Vendor Name | Currency | MTD Gross | YTD Gross | LYR Gross |
|---|---|---|---|---|
| 11 test | LR | $0.00 | $0.00 | $1,000.00 |
| Fletcher Products | US | $2,222.00 | $2,222.00 | $166.67 |
| Gemstone Globe Corporation | US | $0.00 | $0.00 | $700.00 |
| JCS Marketing Agency | CA$ | $100.00 | $100.00 | $0.00 |
| Swarovski US Limited | US | $0.00 | $0.00 | $421,572.00 |
| Waterford Wedgewood USA Inc. | US | $0.00 | $0.00 | $139,062.00 |
| Wilson Custom Brokerage | CA$ | $0.00 | $0.00 | $43,132.44 |

**USA – 1099MISC**

This report option is only enabled if your regional setting is set to USA. For more information see the USA reference guide.

# 10.11 Print Aging

Use this program to print invoices and aging for one Vendor or for a list of Vendors, with flexible presentation options. This report prints in a landscape format that enables the entire company name and all other information to be displayed.




**Which Report?**
You can select one of three reports:

1. Aging
   a) Detail
   b) Summary
2. Listing
3. Retroactive Listing
4. Retroactive Aging
5. Unpaid Invoice Report

**From/Thru Customer Codes**
If you leave the defaults of "0" and "ZZ", all vendors will print. You can also limit the report by entering a range of customer codes.

**Detail/Summary and 'As At' Date**
When you select a Retroactive Listing, you are given the choice to view all the details or just a summary. Take the checkmark away from the Detail box to see a summary report. You can also select the "as at" date for printing of transactions.

**Currency?**
If you are using multi currencies, you have the following options:

1. Leave this field blank to see all data in your Home currency (usually CA$)

2. Choose "CA$" – this will only print Canadian customers in Canadian dollars

3. Choose "US" – this will only print US Customers in US dollars

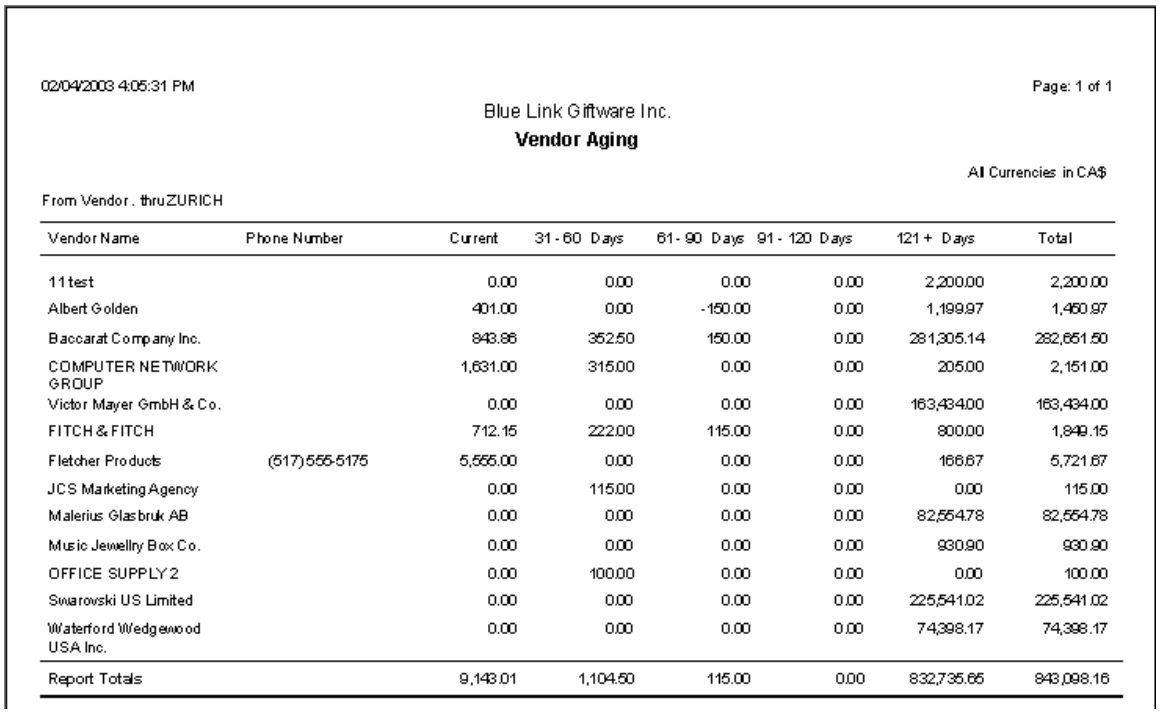
**Revalue**
With this option checked, you will see a Retroactive Report showing the original transaction valued Canadian dollars, the value in Canadian dollars at the current exchange rate and the difference between the two values.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## 10.11.1 AGING REPORT

The Aging report lists each Vendor's invoice information in columns by the default aging periods, or for periods you may have defined in your setup.

Aging:



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Blue Link Giftware Inc.

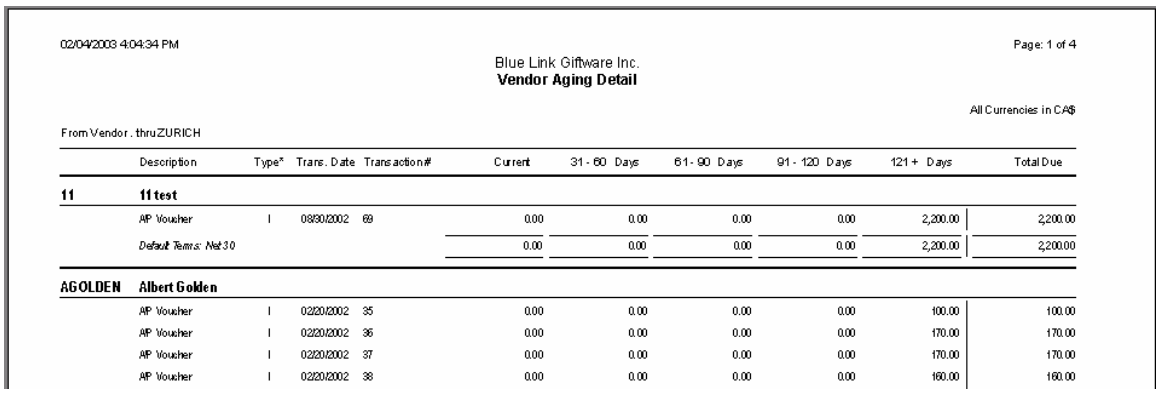
**Vendor Aging**

All Currencies in CA$

From Vendor . thruZURICH

| Vendor Name | Phone Number | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 + Days | Total |
|---|---|---|---|---|---|---|---|
| 11test | | 0.00 | 0.00 | 0.00 | 0.00 | 2,200.00 | 2,200.00 |
| Albert Golden | | 401.00 | 0.00 | -150.00 | 0.00 | 1,199.97 | 1,450.97 |
| Baccarat Company Inc. | | 843.86 | 352.50 | 150.00 | 0.00 | 281,305.14 | 282,651.50 |
| COMPUTER NETWORK GROUP | | 1,631.00 | 315.00 | 0.00 | 0.00 | 205.00 | 2,151.00 |
| Victor Mayer GmbH & Co. | | 0.00 | 0.00 | 0.00 | 0.00 | 163,434.00 | 163,434.00 |
| FITCH & FITCH | | 712.15 | 222.00 | 115.00 | 0.00 | 800.00 | 1,849.15 |
| Fletcher Products | (517) 555-5175 | 5,555.00 | 0.00 | 0.00 | 0.00 | 166.67 | 5,721.67 |
| JCS Marketing Agency | | 0.00 | 115.00 | 0.00 | 0.00 | 0.00 | 115.00 |
| Malerius Glasbruk AB | | 0.00 | 0.00 | 0.00 | 0.00 | 82,554.78 | 82,554.78 |
| Music Jewellry Box Co. | | 0.00 | 0.00 | 0.00 | 0.00 | 930.90 | 930.90 |
| OFFICE SUPPLY 2 | | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Swarowski US Limited | | 0.00 | 0.00 | 0.00 | 0.00 | 225,541.02 | 225,541.02 |
| Waterford Wedgewood USA Inc. | | 0.00 | 0.00 | 0.00 | 0.00 | 74,398.17 | 74,398.17 |
| Report Totals | | 9,143.01 | 1,104.50 | 115.00 | 0.00 | 832,735.65 | 843,098.16 |

Detailed Aging:



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Blue Link Giftware Inc.

**Vendor Aging Detail**

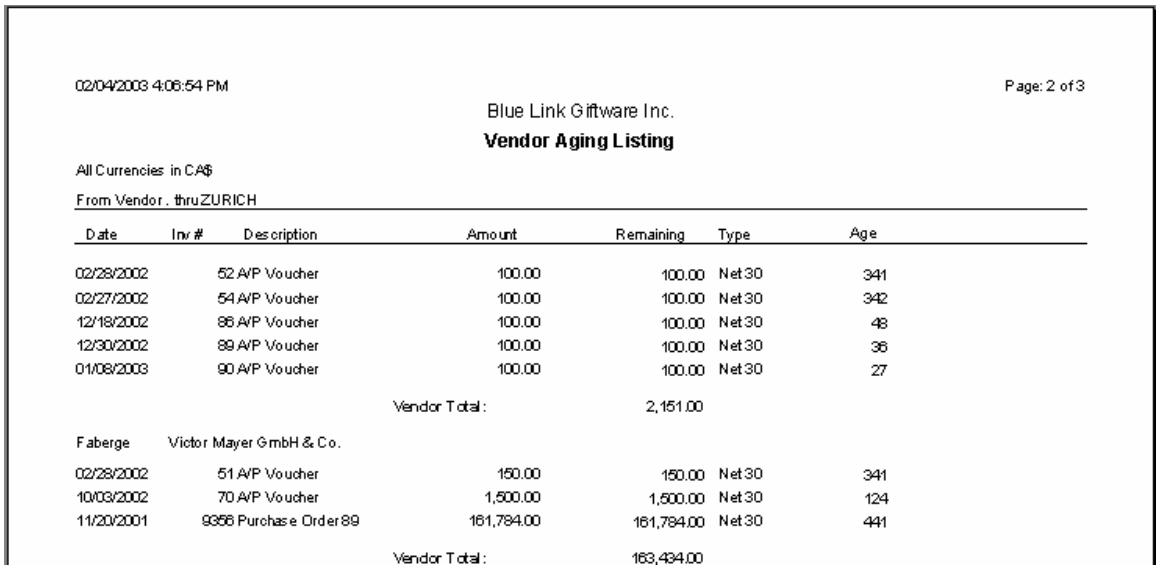
All Currencies in CA$

From Vendor . thruZURICH

| | Description | Type* | Trans. Date | Transaction# | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 + Days | Total Due |
|---|---|---|---|---|---|---|---|---|---|---|
| **11** | **11test** | | | | | | | | | |
| | AP Voucher | I | 08/30/2002 | 69 | 0.00 | 0.00 | 0.00 | 0.00 | 2,200.00 | 2,200.00 |
| | *Default Terms: Net 30* | | | | 0.00 | 0.00 | 0.00 | 0.00 | 2,200.00 | 2,200.00 |
| **AGOLDEN** | **Albert Golden** | | | | | | | | | |
| | AP Voucher | I | 02/20/2002 | 35 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| | AP Voucher | I | 02/20/2002 | 36 | 0.00 | 0.00 | 0.00 | 0.00 | 170.00 | 170.00 |
| | AP Voucher | I | 02/20/2002 | 37 | 0.00 | 0.00 | 0.00 | 0.00 | 170.00 | 170.00 |
| | AP Voucher | I | 02/20/2002 | 38 | 0.00 | 0.00 | 0.00 | 0.00 | 160.00 | 160.00 |

## 10.11.2 LISTING REPORT

The A/P Listing gives other open invoice information, such as invoice description, along with the aging in days. Enter the range of Vendor codes you want to print. If you do not enter limits, the program will print information for all Vendors.



02/04/2003 4:06:54 PM Page: 2 of 3

Blue Link Giftware Inc.

**Vendor Aging Listing**

All Currencies in CA$

From Vendor . thru ZURICH

| Date | Inv # | Description | Amount | Remaining | Type | Age |
|---|---|---|---|---|---|---|
| 02/28/2002 | 52 | A/P Voucher | 100.00 | 100.00 | Net 30 | 341 |
| 02/27/2002 | 54 | A/P Voucher | 100.00 | 100.00 | Net 30 | 342 |
| 12/18/2002 | 86 | A/P Voucher | 100.00 | 100.00 | Net 30 | 48 |
| 12/30/2002 | 89 | A/P Voucher | 100.00 | 100.00 | Net 30 | 36 |
| 01/08/2003 | 90 | A/P Voucher | 100.00 | 100.00 | Net 30 | 27 |
| | | Vendor Total: | | 2,151.00 | | |
| Faberge | Victor Mayer GmbH & Co. | | | | | |
| 02/28/2002 | 51 | A/P Voucher | 150.00 | 150.00 | Net 30 | 341 |
| 10/03/2002 | 70 | A/P Voucher | 1,500.00 | 1,500.00 | Net 30 | 124 |
| 11/20/2001 | 9356 | Purchase Order 89 | 161,784.00 | 161,784.00 | Net 30 | 441 |
| | | Vendor Total: | | 163,434.00 | | |

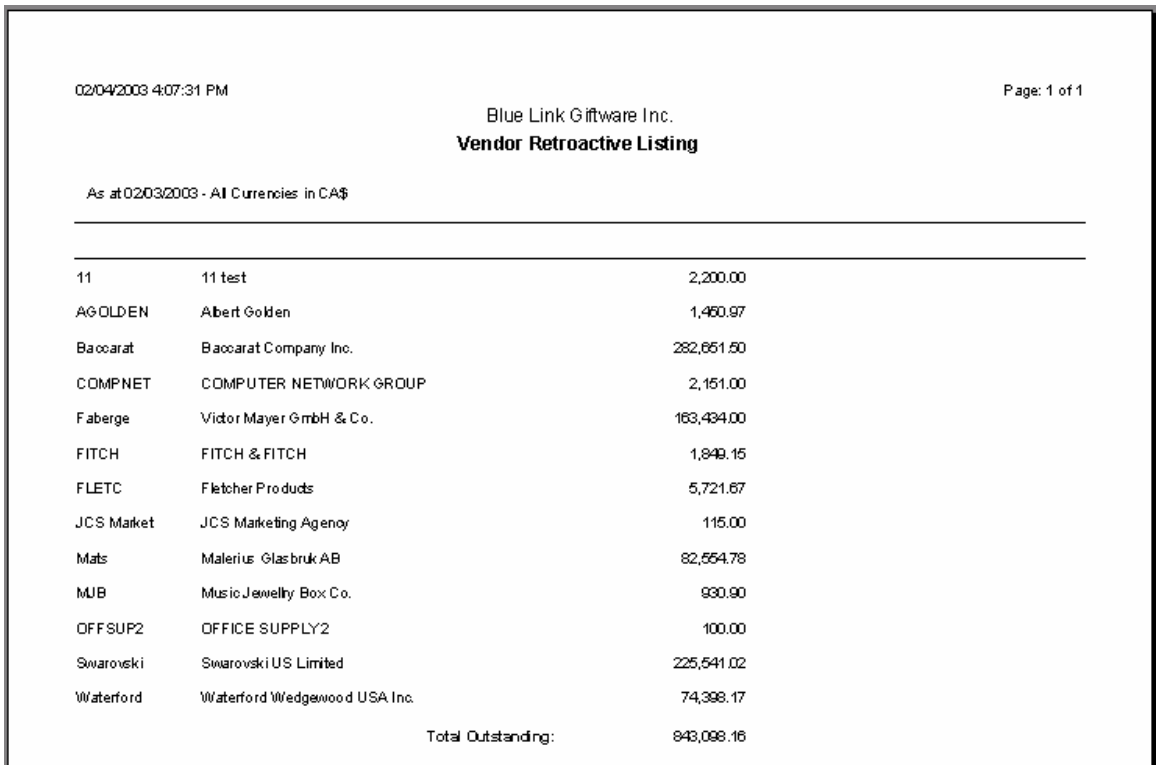
## 10.11.3 RETROACTIVE LISTING REPORT

The Retroactive Listing Report, which may be printed in summary or in detail, prints information detailing Invoice Date and Number, Description, Amount owing, Remaining amount, and Terms type. You may not view information for a date prior to the date of upgrade to version 2.0 or to a date prior to your having purged data.

You may also print a Currency Revaluation Report that may be useful to revalue any foreign currencies to current values for Year End purposes. The Reversing General Journal Entry program may be used for these adjustments. You may run the Currency Revaluation Report by selecting the **Retroactive Listing** Report in summary, selecting the date and currency and checking the **Revalue** box. The report details, with one line per vendor, the vendor code and name, the amount in the foreign currency, the value in Canadian dollars of the original transaction and the value in Canadian dollars revalued to the current rate, the rate entered **in System Maintenance**. The Revaluation amount is the difference between the current value and the original value.

**Currency Revaluation Report**

1. No Detail, in Summary
2. Select Currency
3. Click on “Revalue”



02/04/2003 4:07:31 PM Page: 1 of 1

Blue Link Giftware Inc.

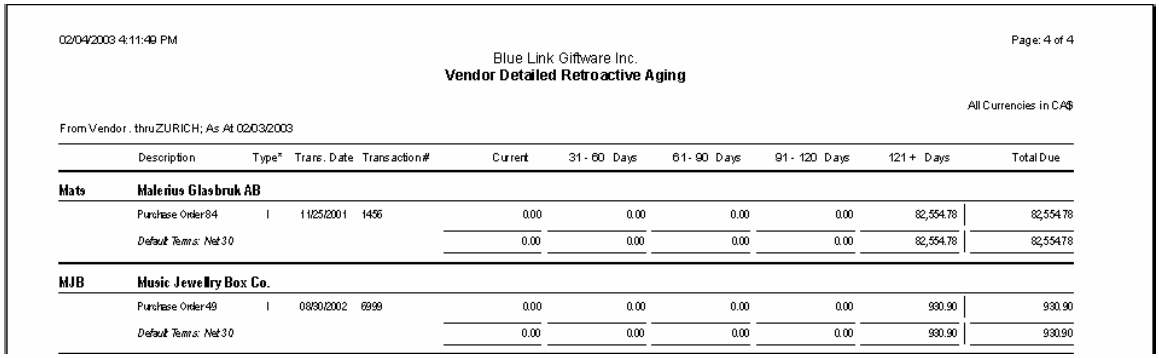
**Vendor Retroactive Listing**

As at 02/03/2003 - All Currencies in CA$

| | | |
|---|---|---|
| 11 | 11 test | 2,200.00 |
| AGOLDEN | Albert Golden | 1,450.97 |
| Baccarat | Baccarat Company Inc. | 282,651.50 |
| COMPNET | COMPUTER NETWORK GROUP | 2,151.00 |
| Faberge | Victor Mayer GmbH & Co. | 163,434.00 |
| FITCH | FITCH & FITCH | 1,849.15 |
| FLETC | Fletcher Products | 5,721.67 |
| JCS Market | JCS Marketing Agency | 115.00 |
| Mats | Malerius Glasbruk AB | 82,554.78 |
| MJB | Music Jewellry Box Co. | 930.90 |
| OFFSUP2 | OFFICE SUPPLY'2 | 100.00 |
| Swarovski | Swarovski US Limited | 225,541.02 |
| Waterford | Waterford Wedgewood USA Inc. | 74,398.17 |
| | Total Outstanding: | 843,098.16 |

## 10.11.4 RETROACTIVE AGING REPORT

Use this report to state your Aging as of a particular date.



02/04/2003 4:11:49 PM Page: 4 of 4

Blue Link Giftware Inc.

**Vendor Detailed Retroactive Aging**

All Currencies in CA$

From Vendor . thru ZURICH; As At 02/03/2003

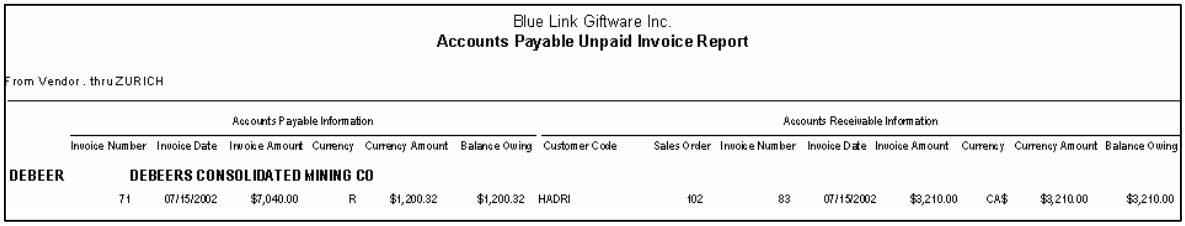
| | Description | Type* | Trans. Date | Transaction# | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 + Days | Total Due |
|---|---|---|---|---|---|---|---|---|---|---|
| **Mats** | **Malerius Glasbruk AB** | | | | | | | | | |
| | Purchase Order 84 | I | 11/25/2001 | 1456 | 0.00 | 0.00 | 0.00 | 0.00 | 82,554.78 | 82,554.78 |
| | *Default Terms: Net 30* | | | | 0.00 | 0.00 | 0.00 | 0.00 | 82,554.78 | 82,554.78 |
| **MJB** | **Music Jewellry Box Co.** | | | | | | | | | |
| | Purchase Order 49 | I | 08/30/2002 | 6999 | 0.00 | 0.00 | 0.00 | 0.00 | 930.90 | 930.90 |
| | *Default Terms: Net 30* | | | | 0.00 | 0.00 | 0.00 | 0.00 | 930.90 | 930.90 |

## 10.10.5 UNPAID INVOICE REPORT

This report can only be used if you are using the integration between Sales Order and Purchase Orders (described in more detail in Chapter 14). From Order Entry, on the Create PO's tab a Purchase Order can be created if the item is on backorder. There is now an established link between that Sales Order and the Purchase Order created. Once the purchase order is received and the invoice is received for that PO, as well as the Invoice has been posted from Order Entry, then this report can be used. It will show all those items where the AP invoice is received from the Purchase Order and the AR Invoice has been posted.

The purpose of this report is to determine if you have received money from your customer for the items you

purchased for them. Ideally you want them to pay you first before you pay your vendor.



Blue Link Giftware Inc.

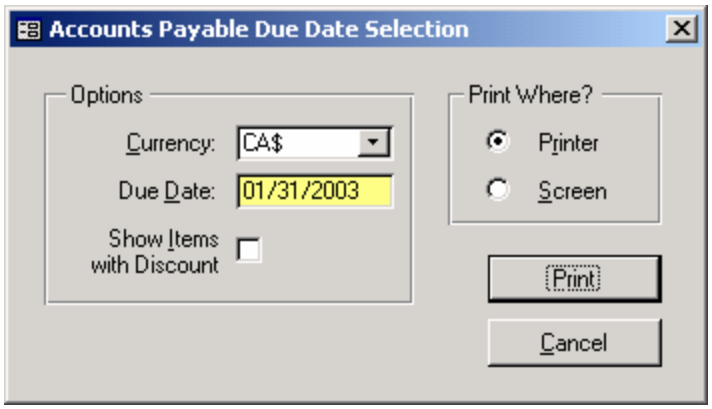
**Accounts Payable Unpaid Invoice Report**

From Vendor . thru ZURICH

| | Accounts Payable Information | | | | | | | Accounts Receivable Information | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Invoice Number | Invoice Date | Invoice Amount | Currency | Currency Amount | Balance Owing | Customer Code | Sales Order | Invoice Number | Invoice Date | Invoice Amount | Currency | Currency Amount | Balance Owing |
| **DEBEER** | **DEBEERS CONSOLIDATED MINING CO** | | | | | | | | | | | | | |
| | 71 | 07/15/2002 | $7,040.00 | R | $1,200.32 | $1,200.32 | HADRI | 102 | 83 | 07/15/2002 | $3,210.00 | CA$ | $3,210.00 | $3,210.00 |

# 10.12 Print Due Date Report

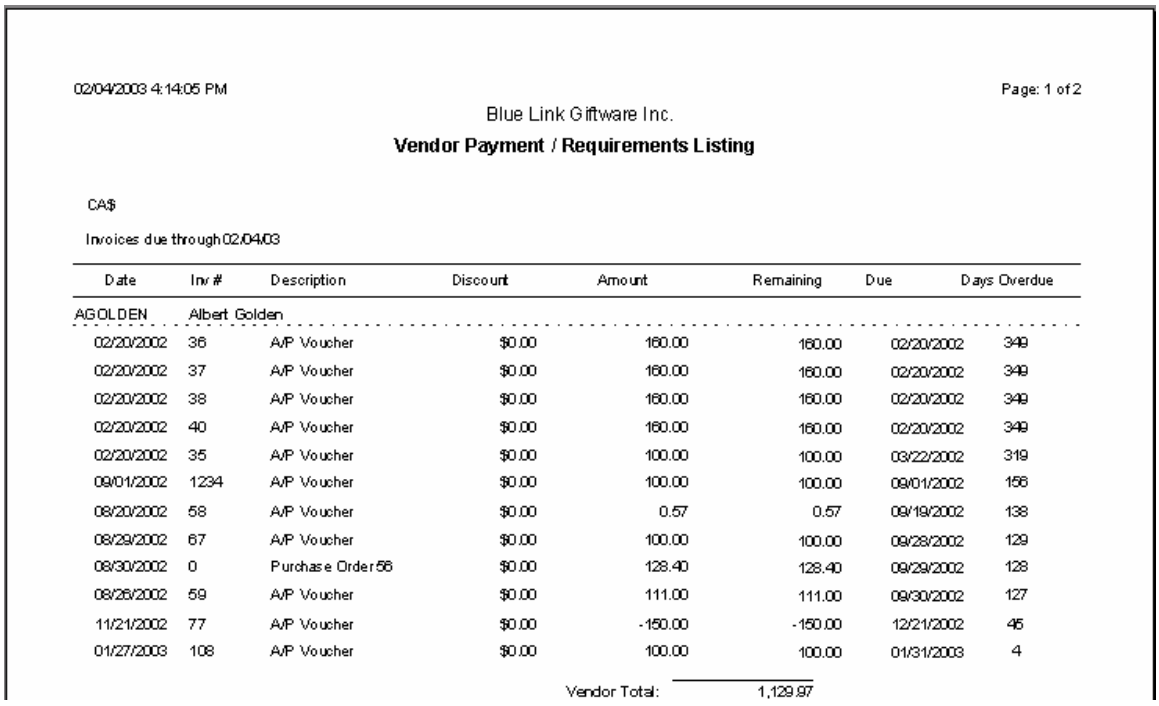
This program prints a listing of outstanding invoices by due date. The report details the Date, Invoice #, Description, Amount, Remaining amount, Due Date and Total owing by the vendor.




**Currency**
Select the **Currency** of the vendor on which you wish to report

**Due Date**
Enter the Due **Date** that would limit the report.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/04/2003 4:14:05 PM Page: 1 of 2

Blue Link Giftware Inc.

**Vendor Payment / Requirements Listing**

CA$

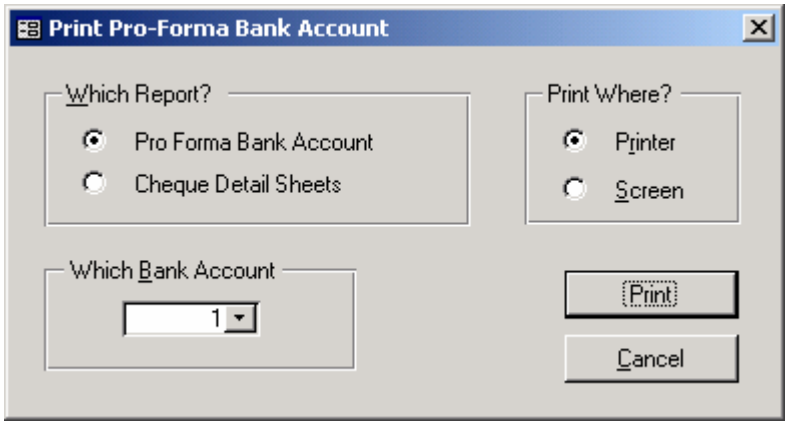
Invoices due through 02/04/03

| Date | Inv # | Description | Discount | Amount | Remaining | Due | Days Overdue |
|---|---|---|---|---|---|---|---|
| AGOLDEN | Albert Golden | | | | | | |
| 02/20/2002 | 36 | A/P Voucher | $0.00 | 160.00 | 160.00 | 02/20/2002 | 349 |
| 02/20/2002 | 37 | A/P Voucher | $0.00 | 160.00 | 160.00 | 02/20/2002 | 349 |
| 02/20/2002 | 38 | A/P Voucher | $0.00 | 160.00 | 160.00 | 02/20/2002 | 349 |
| 02/20/2002 | 40 | A/P Voucher | $0.00 | 160.00 | 160.00 | 02/20/2002 | 349 |
| 02/20/2002 | 35 | A/P Voucher | $0.00 | 100.00 | 100.00 | 03/22/2002 | 319 |
| 09/01/2002 | 1234 | A/P Voucher | $0.00 | 100.00 | 100.00 | 09/01/2002 | 156 |
| 09/20/2002 | 58 | A/P Voucher | $0.00 | 0.57 | 0.57 | 09/19/2002 | 138 |
| 09/29/2002 | 67 | A/P Voucher | $0.00 | 100.00 | 100.00 | 09/28/2002 | 129 |
| 09/30/2002 | 0 | Purchase Order 56 | $0.00 | 128.40 | 128.40 | 09/29/2002 | 128 |
| 09/26/2002 | 59 | A/P Voucher | $0.00 | 111.00 | 111.00 | 09/30/2002 | 127 |
| 11/21/2002 | 77 | A/P Voucher | $0.00 | -150.00 | -150.00 | 12/21/2002 | 45 |
| 01/27/2003 | 108 | A/P Voucher | $0.00 | 100.00 | 100.00 | 01/31/2003 | 4 |
| | | | | Vendor Total: | 1,129.97 | | |

# 10.13 Print Pro-Forma Bank Account

Use this screen to print a listing of the items selected to be paid (from the **Pick Invoices to Pay** screen**)** and the net effect of these items on the chequing account, before you print the actual cheques.

It is important to use this report to check that the proper items have been chosen for payment.




**Which Report?**
You may choose to print either of two reports:

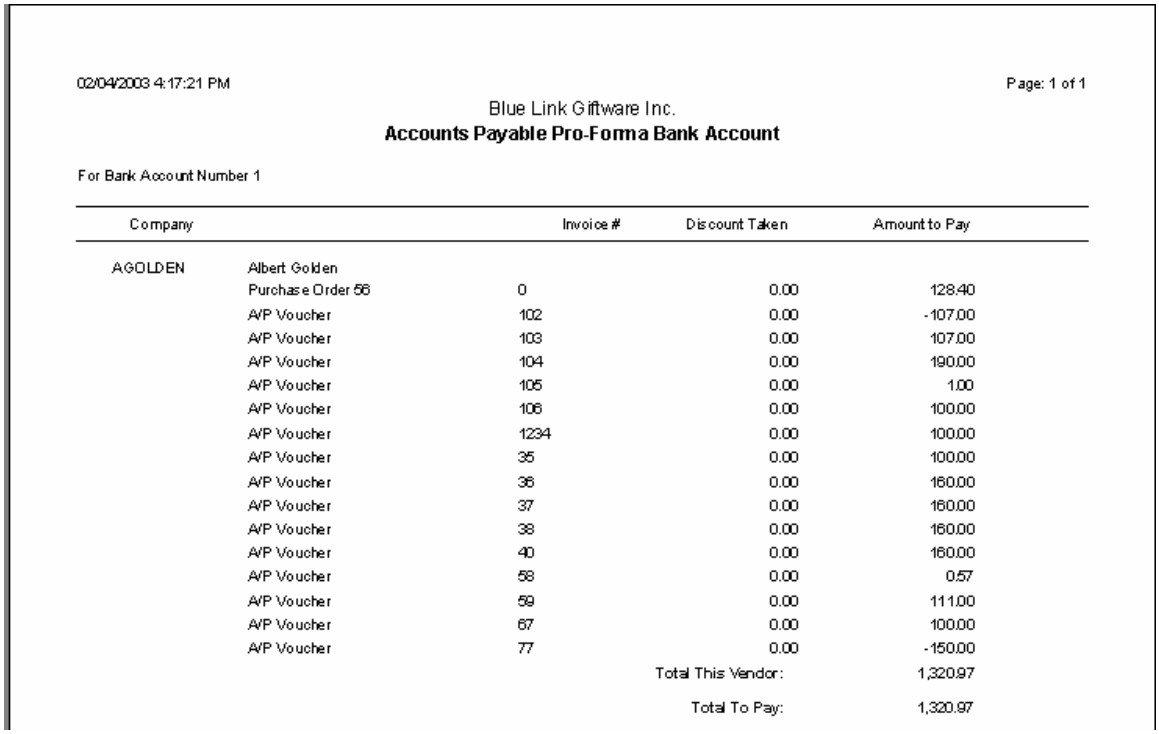
| | |
|---|---|
| Pro-Forma Bank Account: | shows all the Vendors and items chosen for payment. |
| Cheque Detail Sheets: | shows all the Vendors and items chosen for payment but with one Vendor per page. The print out will show the amount to be paid for each Vendor including discount and credit. |

**Which Bank Account**
As is the case with all Blue Link Solutions programs which use a chequing account, you are prompted to choose a bank account before beginning any account operations. This program automatically prints all the items in the A/P Bank Account.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Sample Reports**

**Pro Forma Bank Account**



02/04/2003 4:17:21 PM Page: 1 of 1

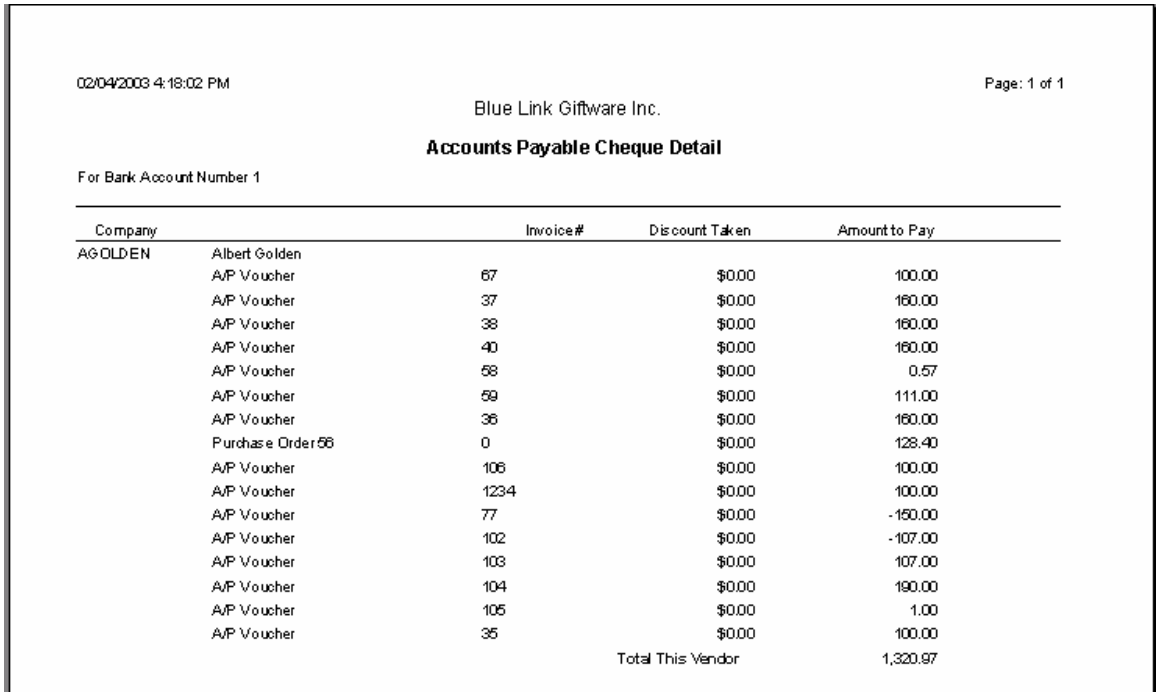
Blue Link Giftware Inc.

**Accounts Payable Pro-Forma Bank Account**

For Bank Account Number 1

| Company | | Invoice # | Discount Taken | Amount to Pay |
|---|---|---|---|---|
| AGOLDEN | Albert Golden | | | |
| | Purchase Order 56 | 0 | 0.00 | 128.40 |
| | A/P Voucher | 102 | 0.00 | -107.00 |
| | A/P Voucher | 103 | 0.00 | 107.00 |
| | A/P Voucher | 104 | 0.00 | 190.00 |
| | A/P Voucher | 105 | 0.00 | 1.00 |
| | A/P Voucher | 106 | 0.00 | 100.00 |
| | A/P Voucher | 1234 | 0.00 | 100.00 |
| | A/P Voucher | 35 | 0.00 | 100.00 |
| | A/P Voucher | 36 | 0.00 | 160.00 |
| | A/P Voucher | 37 | 0.00 | 160.00 |
| | A/P Voucher | 38 | 0.00 | 160.00 |
| | A/P Voucher | 40 | 0.00 | 160.00 |
| | A/P Voucher | 58 | 0.00 | 0.57 |
| | A/P Voucher | 59 | 0.00 | 111.00 |
| | A/P Voucher | 67 | 0.00 | 100.00 |
| | A/P Voucher | 77 | 0.00 | -150.00 |
| | | | Total This Vendor: | 1,320.97 |
| | | | Total To Pay: | 1,320.97 |

**Cheque Details**



02/04/2003 4:18:02 PM Page: 1 of 1

Blue Link Giftware Inc.

**Accounts Payable Cheque Detail**

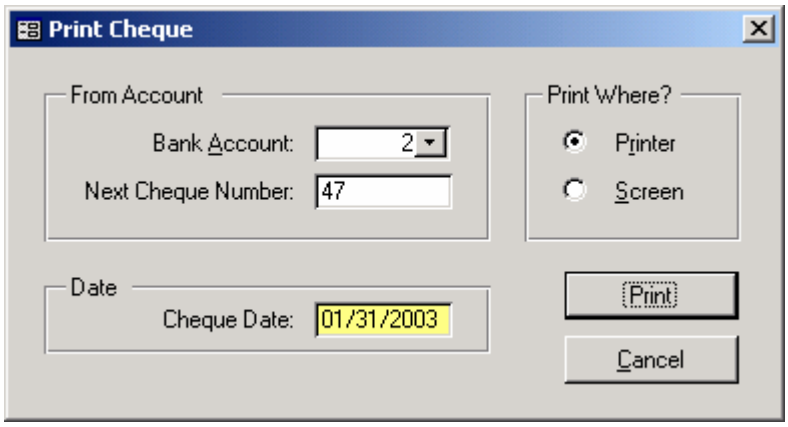
For Bank Account Number 1

| Company | | Invoice # | Discount Taken | Amount to Pay |
|---|---|---|---|---|
| AGOLDEN | Albert Golden | | | |
| | A/P Voucher | 67 | $0.00 | 100.00 |
| | A/P Voucher | 37 | $0.00 | 160.00 |
| | A/P Voucher | 38 | $0.00 | 160.00 |
| | A/P Voucher | 40 | $0.00 | 160.00 |
| | A/P Voucher | 58 | $0.00 | 0.57 |
| | A/P Voucher | 59 | $0.00 | 111.00 |
| | A/P Voucher | 36 | $0.00 | 160.00 |
| | Purchase Order 56 | 0 | $0.00 | 128.40 |
| | A/P Voucher | 106 | $0.00 | 100.00 |
| | A/P Voucher | 1234 | $0.00 | 100.00 |
| | A/P Voucher | 77 | $0.00 | -150.00 |
| | A/P Voucher | 102 | $0.00 | -107.00 |
| | A/P Voucher | 103 | $0.00 | 107.00 |
| | A/P Voucher | 104 | $0.00 | 190.00 |
| | A/P Voucher | 105 | $0.00 | 1.00 |
| | A/P Voucher | 35 | $0.00 | 100.00 |
| | | | Total This Vendor | 1,320.97 |

# 10.14 Print Cheques

This program will print the cheques in the A/P Bank Account on either pre-printed or blank cheque forms. You must have set the system to print to one or the other previously.

You should run the **Print Pro-Forma Bank Account** program before running this program, to make sure that all the entries are correct.



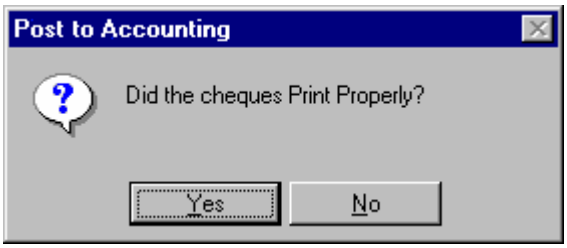

The displayed bank account is the one selected in **Print Pro-Forma Bank Account**. If you have not already printed the Pro-Forma Bank Account, you can do so at this time.

**Next Cheque Number**
You can change the beginning cheque number; this field defaults to the value in **System Interface**.

**Cheque Date**
The cheque date will default to the current date.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

After all the cheques have printed, the following screen will be displayed:




If you click Yes, the invoices or vouchers are then posted. When you post a payment to an A/P invoice or voucher, the credits and invoice balances are updated in the Vendor file, A/P Bank Account (to be reconciled with the bank statement), and the next cheque number is updated in **System Interface**.

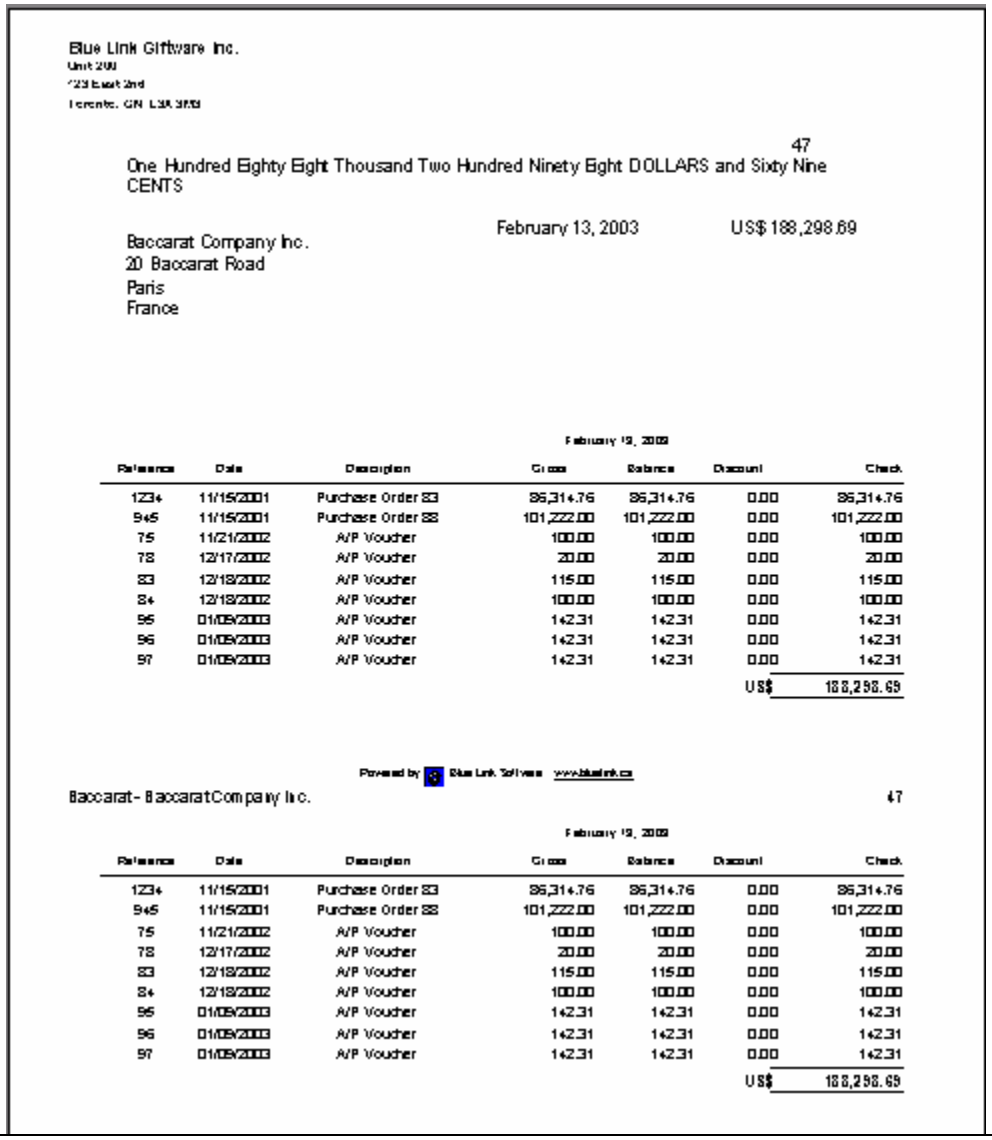
Click No if you are not ready to post the transactions, or if anything went wrong with the printing so that you

can run the cheques again or if you want to make changes using **Pick Invoice To Pay**. Once you click **Yes**, you cannot change any of the entries.

| | |
|---|---|
| **Note:** | If the volume of invoices you have listed require a second cheque stub, then, based on your choice in the System Interface – A/R & A/P Information for Multi-Part Cheques, a second cheque may be used (i.e. voided) in order to continue the cheque detail information. (See CH 6 - System Maintenance, for details.) |

**Sample Reports**

**Sample Laser Cheque**



Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3A 3R9

47

One Hundred Eighty Eight Thousand Two Hundred Ninety Eight DOLLARS and Sixty Nine CENTS

February 13, 2003 US$ 188,298.69

Baccarat Company Inc.
20 Baccarat Road
Paris
France

February 13, 2003

| Reference | Date | Description | Gross | Balance | Discount | Check |
|---|---|---|---|---|---|---|
| 1234 | 11/15/2001 | Purchase Order 83 | 86,314.76 | 86,314.76 | 0.00 | 86,314.76 |
| 945 | 11/15/2001 | Purchase Order 88 | 101,222.00 | 101,222.00 | 0.00 | 101,222.00 |
| 75 | 11/21/2002 | A/P Voucher | 100.00 | 100.00 | 0.00 | 100.00 |
| 78 | 12/17/2002 | A/P Voucher | 20.00 | 20.00 | 0.00 | 20.00 |
| 83 | 12/18/2002 | A/P Voucher | 115.00 | 115.00 | 0.00 | 115.00 |
| 84 | 12/18/2002 | A/P Voucher | 100.00 | 100.00 | 0.00 | 100.00 |
| 95 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| 96 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| 97 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| | | | | | US$ | 188,298.69 |

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Baccarat - BaccaratCompany Inc. 47

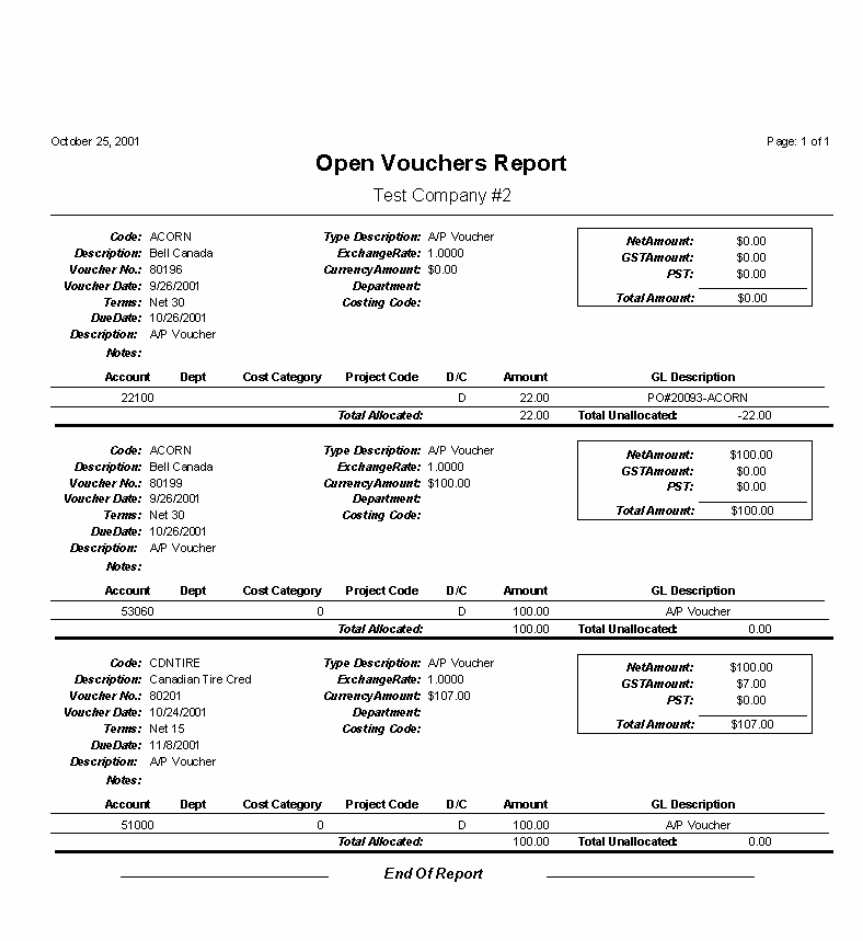
February 13, 2003

| Reference | Date | Description | Gross | Balance | Discount | Check |
|---|---|---|---|---|---|---|
| 1234 | 11/15/2001 | Purchase Order 83 | 86,314.76 | 86,314.76 | 0.00 | 86,314.76 |
| 945 | 11/15/2001 | Purchase Order 88 | 101,222.00 | 101,222.00 | 0.00 | 101,222.00 |
| 75 | 11/21/2002 | A/P Voucher | 100.00 | 100.00 | 0.00 | 100.00 |
| 78 | 12/17/2002 | A/P Voucher | 20.00 | 20.00 | 0.00 | 20.00 |
| 83 | 12/18/2002 | A/P Voucher | 115.00 | 115.00 | 0.00 | 115.00 |
| 84 | 12/18/2002 | A/P Voucher | 100.00 | 100.00 | 0.00 | 100.00 |
| 95 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| 96 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| 97 | 01/09/2003 | A/P Voucher | 142.31 | 142.31 | 0.00 | 142.31 |
| | | | | | US$ | 188,298.69 |

Note: The date format that appears on this cheque is the “long date” as defined in your computer’s regional settings. If you would like the date to appear in a different format, change your system’s long date format.

# 10.15 Print Open Vouchers

This report lists all of the open AP Vouchers, which can be found in the Lookup box in AP Voucher. Information on this report includes the Vendor, Terms, Due Date, Net Amount and Currency Amount, as well as the GL Account it will offset to if this information is entered.



October 25, 2001 Page: 1 of 1

**Open Vouchers Report**

Test Company #2

*Code:* ACORN
*Description:* Bell Canada
*Voucher No.:* 80196
*Voucher Date:* 9/26/2001
*Terms:* Net 30
*DueDate:* 10/26/2001
*Description:* A/P Voucher
*Notes:*

*Type Description:* A/P Voucher
*ExchangeRate:* 1.0000
*CurrencyAmount:* $0.00
*Department:*
*Costing Code:*

| | |
|---|---|
| *NetAmount:* | $0.00 |
| *GSTAmount:* | $0.00 |
| *PST:* | $0.00 |
| *Total Amount:* | $0.00 |

| Account | Dept | Cost Category | Project Code | D/C | Amount | GL Description | |
|---|---|---|---|---|---|---|---|
| 22100 | | | | D | 22.00 | PO#20093-ACORN | |
| | | | *Total Allocated:* | | 22.00 | **Total Unallocated:** | -22.00 |

*Code:* ACORN
*Description:* Bell Canada
*Voucher No.:* 80199
*Voucher Date:* 9/26/2001
*Terms:* Net 30
*DueDate:* 10/26/2001
*Description:* A/P Voucher
*Notes:*

*Type Description:* A/P Voucher
*ExchangeRate:* 1.0000
*CurrencyAmount:* $100.00
*Department:*
*Costing Code:*

| | |
|---|---|
| *NetAmount:* | $100.00 |
| *GSTAmount:* | $0.00 |
| *PST:* | $0.00 |
| *Total Amount:* | $100.00 |

| Account | Dept | Cost Category | Project Code | D/C | Amount | GL Description | |
|---|---|---|---|---|---|---|---|
| 53060 | | 0 | | D | 100.00 | A/P Voucher | |
| | | | *Total Allocated:* | | 100.00 | **Total Unallocated:** | 0.00 |

*Code:* CDNTIRE
*Description:* Canadian Tire Cred
*Voucher No.:* 80201
*Voucher Date:* 10/24/2001
*Terms:* Net 15
*DueDate:* 11/8/2001
*Description:* A/P Voucher
*Notes:*

*Type Description:* A/P Voucher
*ExchangeRate:* 1.0000
*CurrencyAmount:* $107.00
*Department:*
*Costing Code:*

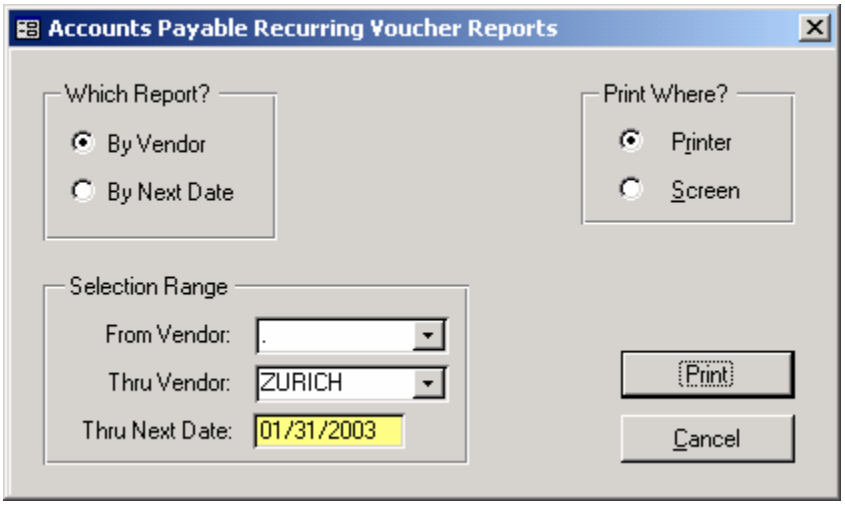
| | |
|---|---|
| *NetAmount:* | $100.00 |
| *GSTAmount:* | $7.00 |
| *PST:* | $0.00 |
| *Total Amount:* | $107.00 |

| Account | Dept | Cost Category | Project Code | D/C | Amount | GL Description | |
|---|---|---|---|---|---|---|---|
| 51000 | | 0 | | D | 100.00 | A/P Voucher | |
| | | | *Total Allocated:* | | 100.00 | **Total Unallocated:** | 0.00 |

*End Of Report*

# 10.16 Print Recurring Voucher Report

Use this program to print a list of Recurring Vouchers (originally created in **Enter Recurring Vouchers**).




**Which Report?**
There are two versions of this report. The report is sorted either by Vendor or by Next Date.

**From/Thru Vendor**
You can limit the report by entering a range of Vendor codes.

**Thru Next Date**
Enter the next date for the recurring vouchers to report on.

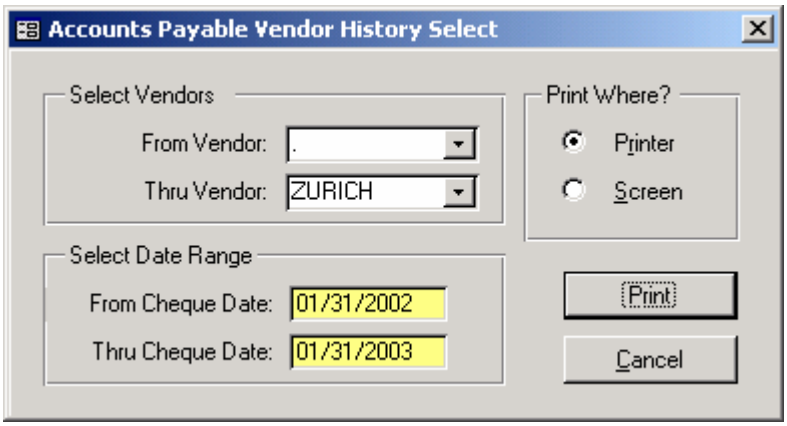
**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

# 10.17 Print Vendor History Report

Use this program to obtain a listing of paid Accounts Payable cheques, in vendor code order, within the range that you have specified.

For each Vendor, the listing includes the cheque number, date, invoice number(s), invoice date(s), invoice amount(s), discount(s) taken, amount paid and cheque total. The report gives a detailed record of all the invoices paid per cheque.

Blue Link Solutions provides this history file to maintain complete A/P payment records and to enable you to void paid cheques. For more information on maintaining a history file, see **Important Times**.




**From/Thru Vendor**
You can limit this cheque history listing by entering a range of Vendor codes

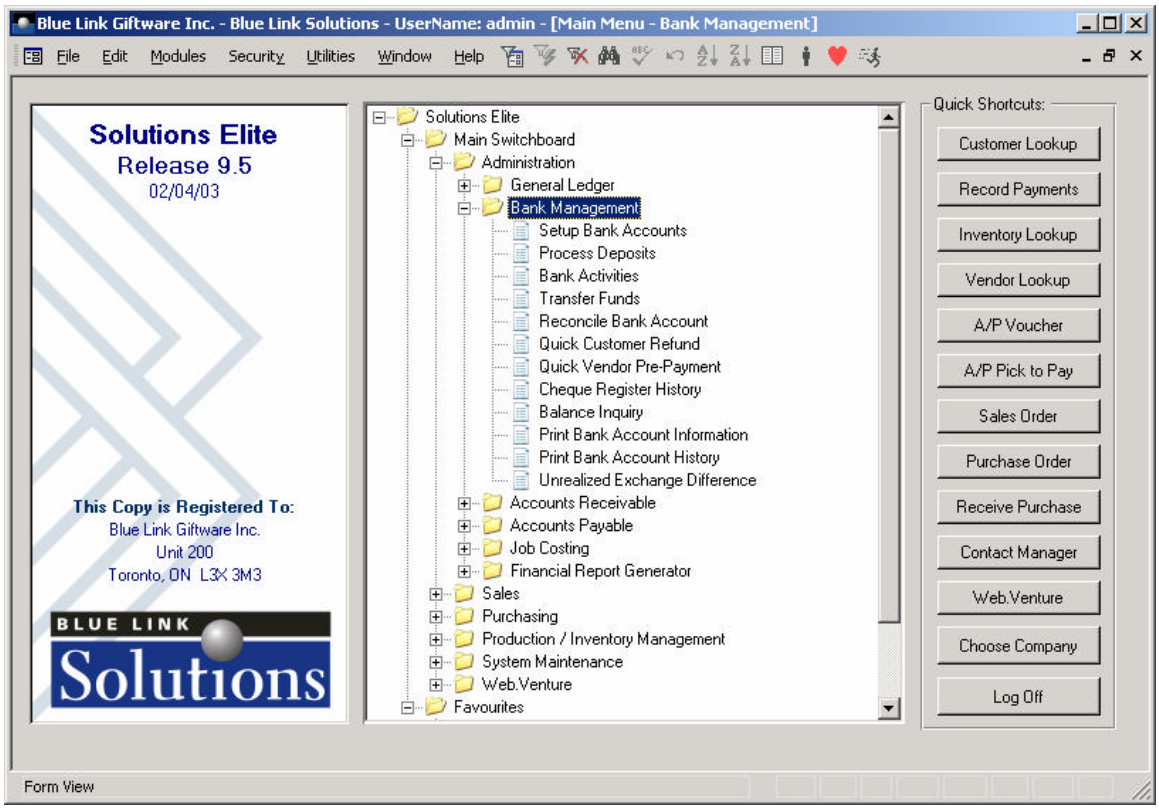
**From/Thru Chq. Date**
You can limit this cheque history listing by entering a range of cheque dates.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

# 11: Bank Management

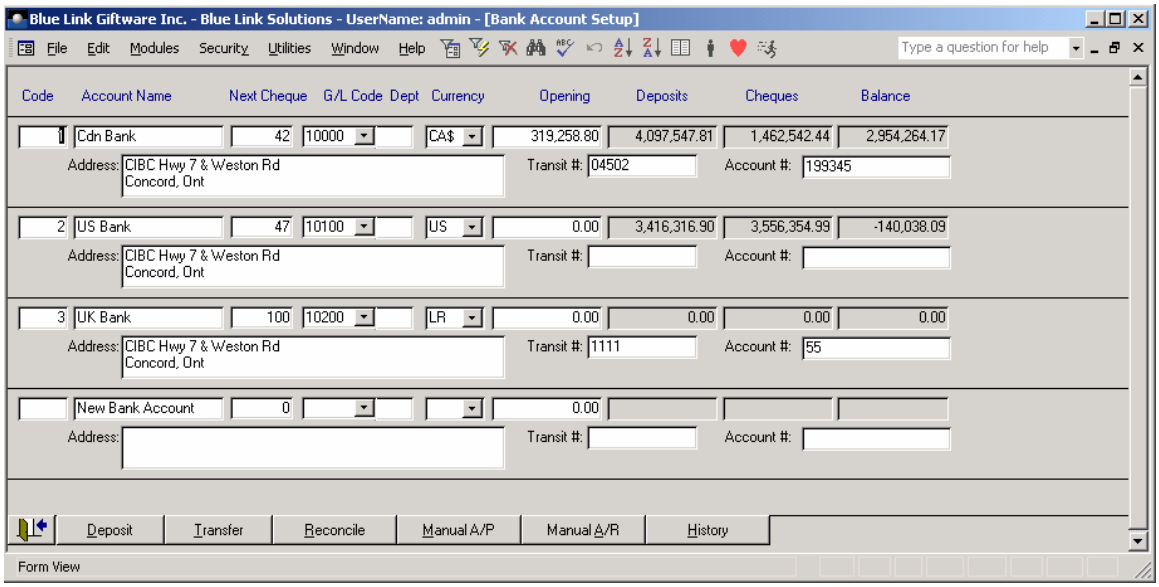
Use this function to review your account information and enter the starting balances from your bank statement. You may review activity with this screen. When setting up your Blue Link Solutions System, use the screen to enter the beginning balances for your bank account(s).

Access Bank Management through **Administration | Bank Management**



# 11.1 Bank Account Setup

In Bank Account Setup, you will add any bank accounts in which you have. Subsequently, this screen is primarily to show you the activity on your account. It will display the Next Cheque number, Currency of the Account, Opening Balance, Amount of Deposits made, Amount of Cheques written, and the current available balance on each of your accounts.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Bank Account Setup]
File Edit Modules Security Utilities Window Help
Type a question for help
Code Account Name Next Cheque G/L Code Dept Currency Opening Deposits Cheques Balance
1 Cdn Bank 42 10000 CA$ 319,258.80 4,097,547.81 1,462,542.44 2,954,264.17
Address: CIBC Hwy 7 & Weston Rd Concord, Ont
Transit #: 04502 Account #: 199345
2 US Bank 47 10100 US 0.00 3,416,316.90 3,556,354.99 -140,038.09
Address: CIBC Hwy 7 & Weston Rd Concord, Ont
Transit #: Account #:
3 UK Bank 100 10200 LR 0.00 0.00 0.00 0.00
Address: CIBC Hwy 7 & Weston Rd Concord, Ont
Transit #: 1111 Account #: 55
New Bank Account 0 0.00
Address:
Transit #: Account #:
Deposit Transfer Reconcile Manual A/P Manual A/R History
Form View

**Account Name**
Type in the name of the account. Use any reference that is useful to you. It is not printed on any cheques, but how you will identify which account you want whenever you are in a function that requires selection of a bank account.

**Next Chq**
This can be set to a higher number than one during your initial setup; after that, the number is updated when cheques are printed.

**G/L Code/Dept (Asset Account)**
Cash G/L account code or cash on hand (chequing account).

**Currency**
The currency of the bank account.

**Opening**
The opening balance. This was the closing balance before the last time your account was reconciled.

**Deposits**
Uncleared deposits made to this account since the last reconciliation.

**Cheques**
Uncleared cheques written in this account.

**Balance**
The period ending balance of each bank account. This figure is updated only after you use the **Reconcile Account** function. When the account is reconciled, the closing balance is moved to the opening balance.

**Address**
By pressing **Shift F2**, an address window is accessed where you can type in the bank's address. If you need more space, press <**Ctrl+Enter**> to force a new line.

**Transit #**
The bank's transit number (to facilitate MICR encoding with cheque printing as an option).

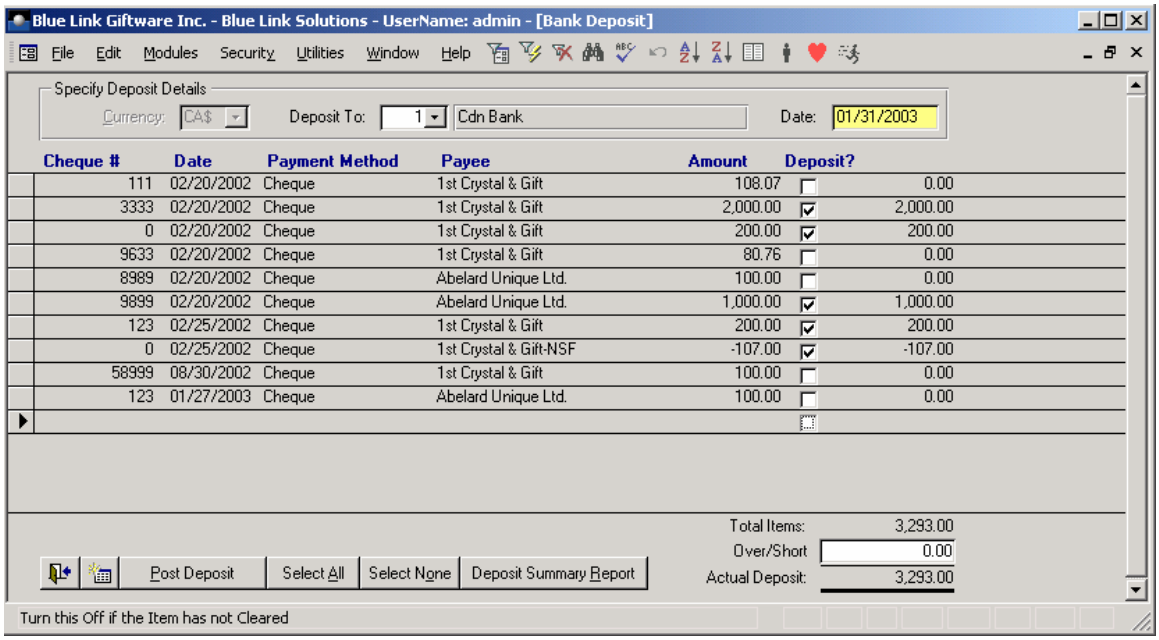
**Account #**
Your bank account number (to facilitate MICR encoding with cheque printing as an option).

At the bottom of the screen are buttons labeled **Deposit**, **Transfer**, **Reconcile**, **Manual A/P**, **Manual A/R**, and **History**.

These are just short cuts to the corresponding program screens that are explained later in this chapter.

# 11.2 Process Deposit

Use this function to move the deposit from the clearing account to the bank, once the deposit to the bank has been made.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Bank Deposit]
File Edit Modules Security Utilities Window Help
Specify Deposit Details
Currency: CA$
Deposit To: 1 Cdn Bank
Date: 01/31/2003
Cheque # Date Payment Method Payee Amount Deposit?
111 02/20/2002 Cheque 1st Crystal & Gift 108.07 0.00
3333 02/20/2002 Cheque 1st Crystal & Gift 2,000.00 2,000.00
0 02/20/2002 Cheque 1st Crystal & Gift 200.00 200.00
9633 02/20/2002 Cheque 1st Crystal & Gift 80.76 0.00
8989 02/20/2002 Cheque Abelard Unique Ltd. 100.00 0.00
9899 02/20/2002 Cheque Abelard Unique Ltd. 1,000.00 1,000.00
123 02/25/2002 Cheque 1st Crystal & Gift 200.00 200.00
0 02/25/2002 Cheque 1st Crystal & Gift-NSF -107.00 -107.00
58999 08/30/2002 Cheque 1st Crystal & Gift 100.00 0.00
123 01/27/2003 Cheque Abelard Unique Ltd. 100.00 0.00
Total Items: 3,293.00
Over/Short 0.00
Actual Deposit: 3,293.00
Post Deposit
Select All
Select None
Deposit Summary Report
Turn this Off if the Item has not Cleared

**Currency**
Select the currency of the deposit

**Deposit To**
Select the bank account to which the deposit is being made

**Date**
Type the deposit date (defaulted to current date).

All unprocessed deposits relating to that currency are displayed on screen.

**Select All Button**
You may then select items that you want to be included by clicking on the box beside each one in the Deposit? column above. If all of them are to be included, then click on the **Select All** button.

Your total appears at the bottom of the screen.

**Deposit Summary Button**
You may print a **Deposit Summary** report by clicking on the **Deposit Summary** button. This is recommended prior to posting the deposit because the **Deposit Summary** report is no longer available for printing after posting.

**Post Deposit Button**
Once you are satisfied with all the information, then click on the **Post Deposit** button. The following screen will be displayed:

Click Yes to post the deposit; click No to cancel the request.
Once you have posted the deposit, the information is cleared from the screen and posted to the Bank.

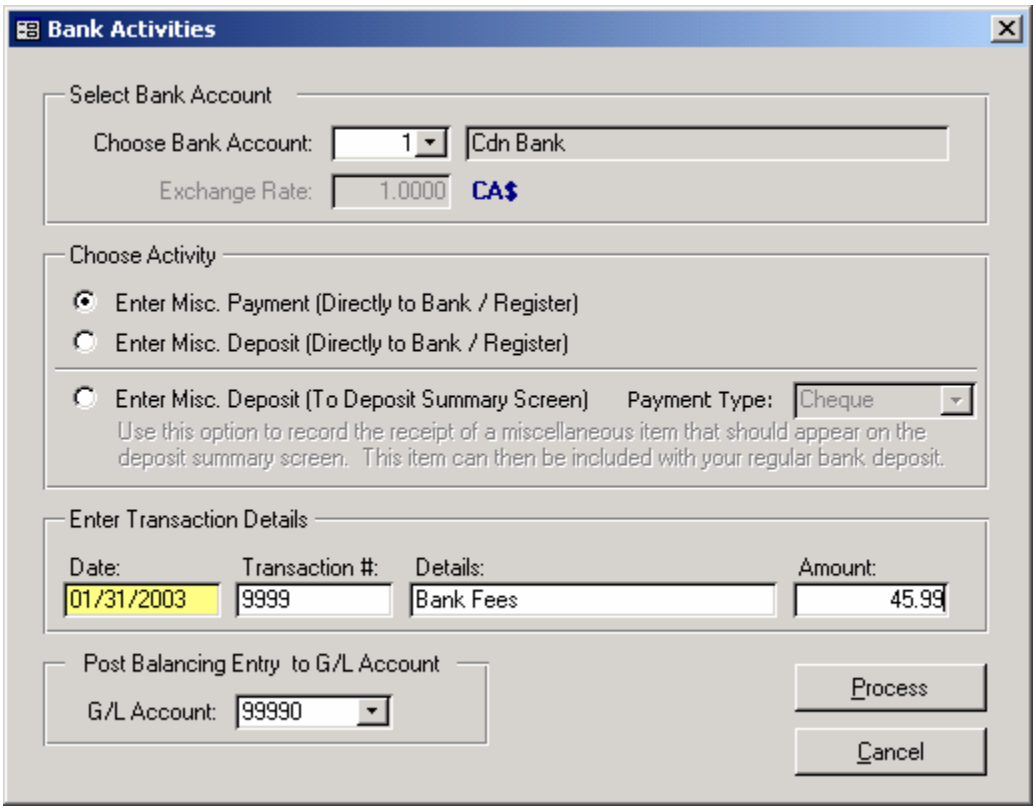
# 11.3 Bank Activities

This screen enables quick and easy recording of miscellaneous payments and deposits to or from a bank account. Use this Module when you want to affect the Bank in some way. For example, you could use this screen to post a Bank Loan payment, an Interest Charge, or Bank interest earned.

| | |
|---|---|
| Note: | All transactions posted to bank control accounts must be done via bank management. Items not posted via bank management don't appear on the bank reconciliation, and as a result, will result in the reconciliation being out. (Printing cheques from A/P and recording deposits in A/R are exempted from this general rule because they do also update the bank subledgers.) |

| | |
|---|---|
| Tip: | Use bank activities for getting outstanding cheques and deposits into your subledger at the time of Go-Live. Simply select the Misc. Payment option, enter the date of the cheque, the cheque number, to whom the cheque was for and the amount. Then for the offsetting GL account select the Bank's control account. This will debit the bank and credit the bank, effectively making an entry of zero, while updating the subledger. |

This will also update the GL. When you select this option the following screen displays:




**Choose Bank Account**
Select the appropriate bank account from the pick list. The description of that account is displayed.

**Exchange Rate**
You may adjust the exchange rate if it is not a Canadian dollar bank account.

**Choose Activity**
Select the type of transaction you want to make:

1. Miscellaneous payment
   - ✍ Select this option to make a cheque entry to the subledger (also to the GL). This may be used for Bank Charges or miscellaneous adjustments to the subledger.

| GL Account Selected | Debit |
|---|---|
| Bank | Credit |

2. Miscellaneous deposit.
   - ✍ Select this option to make a deposit entry to the subledger. This may be used for Bank Interest or other miscellaneous adjustments to the subledger.

| Bank | Debit |
|---|---|
| GL Account Selected | Credit |

3. Miscellaneous Deposit – (To Deposit Summary Screen)
   - ✍ Select this option to make a deposit entry to the subledger but for it also to make it in to the Process Deposits. You would select this option if you had received a cheque (or other payment method) and wanted this amount to go in with the "day's" deposits.

| Deposit Clearing | Debit |
|---|---|
| GL Account Selected | Credit |

**Date**
Enter the date of the transaction

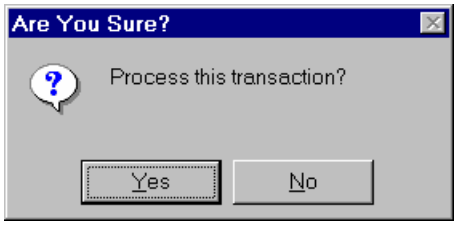
**Transaction #**
You may then enter transaction reference

**Details**
Enter a description for this transaction and/or the payee.

**Amount**
Enter the amount of the transaction.

**G/L Account**
Select the G/L account code and optional department code for this transaction to be assigned to.

**Process Button**
Click the "Process" button to continue processing the transaction and the following screen will be displayed.



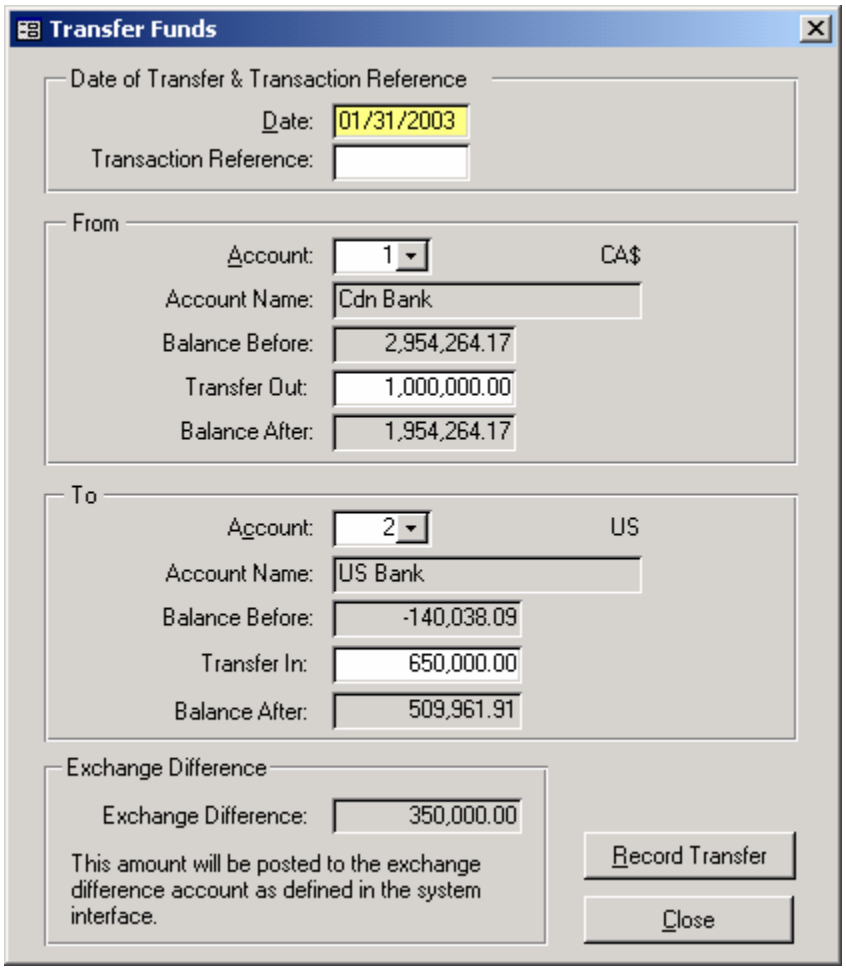
Click Yes to process the transaction; click No to cancel the request.

If you click yes, the following screen will be displayed when it is completed.

If you select “yes”, you will be back at the Bank Activities screen, and if you select “no”, the form will close.

# 11.4 Transfer Funds

Use this function to record transfers from one of your chequing accounts to another.



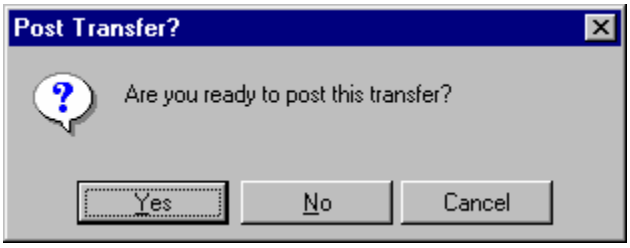

**Date of Funds Transfer**
Select the date for the transaction.
**Transaction Reference**
Enter the transaction's reference number (text field).

**From Account/Amount**
Select the account to transfer from and type in the amount to transfer. The balance before and after the transfer is displayed.

**To Account/Amount**
Select the account to transfer to and type in the amount to transfer. The balance before and after the transfer is displayed. If these amount is a different currency than the "From" account, the difference will be calculated and displayed in the "Exchange Difference" field above.

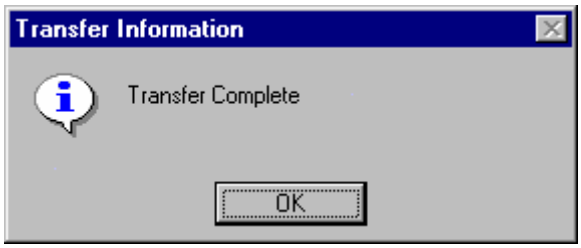
**Exchange Difference**
This is automatically calculated based on the exchange rates set up in the System Interface. The amount here will be deposited to the Exchange Difference G/L account.

**Record Transfer Button**
When you are ready to record the transfer, click the "Record Transfer" button and the following screen will be displayed:




Click Yes to post the transfer; click No to cancel the request.

If the transfer was successful, the following screen will be displayed:

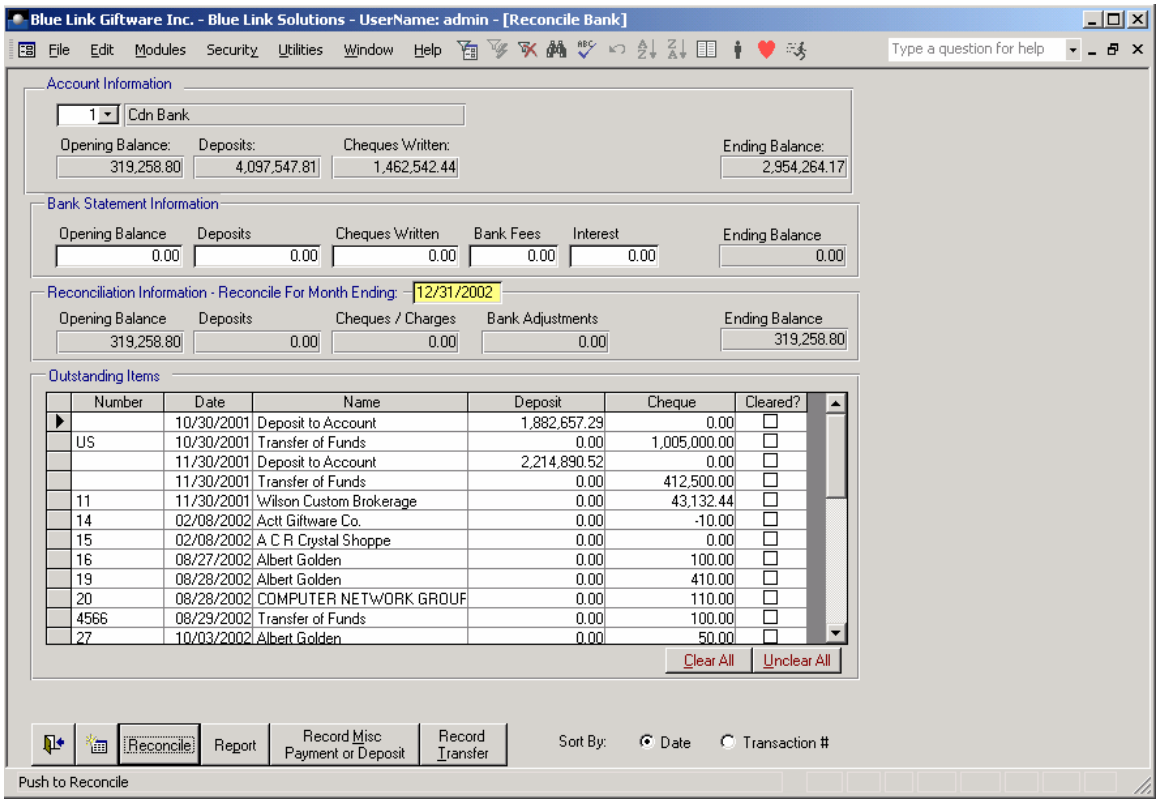



**Example of reason for using this functionality:**
You may want to transfer funds from your general account to your payroll account prior to running payroll or to transfer funds from one currency to another. A completed transfer posts to the Other Journal and to the G/L Transaction File, as well as creating deposit and withdrawal records in the Bank Management.

# 11.5 Reconcile Account

Use this function to reconcile the Blue Link Solutions bank to your bank statement. This function updates the account balance in the System Master file, and deletes from the bank all cheques and deposits that have cleared the bank.

**CAUTION:** If you want a hard copy record of any cheques or deposits for archival purposes, print the bank reconciliation report before running this function. Once the register is balanced, the processed cheques and deposits are deleted from the file.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Reconcile Bank]
File Edit Modules Security Utilities Window Help
Type a question for help
Account Information
1 Cdn Bank
Opening Balance: 319,258.80
Deposits: 4,097,547.81
Cheques Written: 1,462,542.44
Ending Balance: 2,954,264.17
Bank Statement Information
Opening Balance 0.00
Deposits 0.00
Cheques Written 0.00
Bank Fees 0.00
Interest 0.00
Ending Balance 0.00
Reconciliation Information - Reconcile For Month Ending: 12/31/2002
Opening Balance 319,258.80
Deposits 0.00
Cheques / Charges 0.00
Bank Adjustments 0.00
Ending Balance 319,258.80
Outstanding Items
Number Date Name Deposit Cheque Cleared?
10/30/2001 Deposit to Account 1,882,657.29 0.00
US 10/30/2001 Transfer of Funds 0.00 1,005,000.00
11/30/2001 Deposit to Account 2,214,890.52 0.00
11/30/2001 Transfer of Funds 0.00 412,500.00
11 11/30/2001 Wilson Custom Brokerage 0.00 43,132.44
14 02/08/2002 Actt Giftware Co. 0.00 -10.00
15 02/08/2002 A C R Crystal Shoppe 0.00 0.00
16 08/27/2002 Albert Golden 0.00 100.00
19 08/28/2002 Albert Golden 0.00 410.00
20 08/28/2002 COMPUTER NETWORK GROUF 0.00 110.00
4566 08/29/2002 Transfer of Funds 0.00 100.00
27 10/03/2002 Albert Golden 0.00 50.00
Clear All
Unclear All
Reconcile
Report
Record Misc Payment or Deposit
Record Transfer
Sort By: Date Transaction #
Push to Reconcile

## *Account Information*

**Account**
Select the account to reconcile (can be bank accounts or credit card accounts).

**Opening Balance**
The opening balance recorded from the opening balance in **Bank Management**.

**Deposits**
The total amount of deposits that have yet to be reconciled.

**Cheques Written**
The total amount of cheques written that have not been reconciled.

**Ending Balance**
The ending balance of this bank account (Opening Balance + Deposits - Cheques Written).

## *Bank Statement Information*

This is what you enter as it appears on your bank statement(s).

**Opening Balance**
The opening balance as it appears on your bank statement.

**Deposits**
The total deposits as they appear on your bank statement (does not include Interest or other miscellaneous deposits to your account).

**Cheques written**
The total amount of cheques that have cleared as it appears on your bank statement (this does not include Bank Charges or other Payments out of your account).

**Bank Fees**
You may enter the amount of Bank Fees charged to your account. Do not use this field if you have entered your bank fees under Bank Activities or you will end up duplicating the entry.

**Interest**
You may enter the amount of Bank Interest earned (if any), on your account.
Do not use this field if you have entered your bank interest under Bank Activities or you will end up duplicating the entry.

**Ending Balance**
Calculated as Opening Balance + Deposits - Cheques Written - Bank Fees + Interest. This should be the same as the ending balance in your bank statement.

## *Reconciliation Information*

This information will update as you select which items have cleared.

**As At Date**
Enter the date at which you are reconciling as of. For example if today's date were November 9, but you were reconciling as of October 31, then enter 10/31/YY. This will then filter out any transactions which have occurred past 10/31/YY that you would not wish displayed on your outstanding cheque reconciliation report.

**Opening Balance**
The opening balance from the Bank Account.

**Deposits**
The calculated total of deposits you have marked as cleared.

**Cheques/Charges**
The calculated total of cheques that you have marked as cleared.

**Bank Adjustments**
Calculated as Interest - Bank Fees.

**Ending Balance**
Calculated as Opening Balance + Deposits - Cheques/Charges + Bank Adjustments.

## *Detail Information*

**Number**
The item number or reference for this cheque or deposit.

**Date**
The transaction date for the cheque or deposit.

**Name**
The name of the customer or vendor.

**Deposit**
The amount will show here if this item is a deposit.

**Cheque**
The amount will show here if this item is a cheque.

**Cleared?**
Check this box if this item has cleared the bank. Leave it unchecked if this item has not cleared the bank.

**Clear All Button**
Checks all the boxes in the cleared field.

**Unclear All Button**
Unchecks all the boxes in the cleared field.

**Report**
Prints a detailed bank reconciliation report. It may be printed either during or at conclusion of the bank reconciliation, BUT prior to posting the reconciliation. It will not be available after the reconciliation is complete.

**Record Misc Payment or Deposit**
This is a shortcut button to the Bank Activities screen.

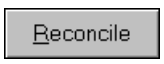
**Record Transfer**
This is a shortcut to the record transfer screen.

**Sort by**
You are also offered an option to sort uncleared transactions by date or cheque number.

**Choosing a Bank Account**
If the account to reconcile is not displayed, click the "New" button or press F4 list display to highlight the bank account you wish to reconcile, then select the account or press <Enter> to bring up that account's information.

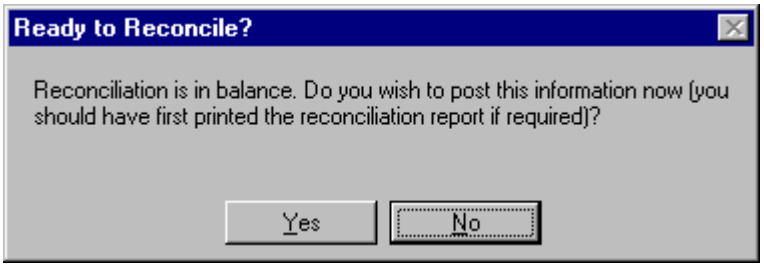
After you uncheck all the items that have not cleared, the system will calculate the amount of deposits and cheques that have been marked to reconcile. This should agree with your bank statement. If not, you may wish to go back and check if you missed any items.

If you are in balance, you should print the **Bank Reconciliation** report. (This report is not available after posting). When you choose to post the reconciliation, you will be reminded that you should have printed the report.



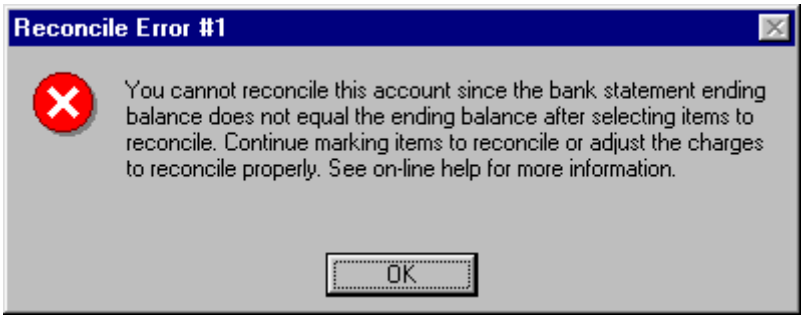

**Reconcile**
Click to post the information.

The following screen will be displayed:


Ready to Reconcile?
Reconciliation is in balance. Do you wish to post this information now (you should have first printed the reconciliation report if required)?
Yes
No

If you click Yes to proceed with the reconciliation, the posting procedure will remove items that were marked as cleared, move them to history and reset your totals. Click No to cancel the request.

If your balances are not reconciled, and you press the '**reconcile**' button, then the following error message will appear:


Reconcile Error #1
You cannot reconcile this account since the bank statement ending balance does not equal the ending balance after selecting items to reconcile. Continue marking items to reconcile or adjust the charges to reconcile properly. See on-line help for more information.
OK

## *To Reconcile*

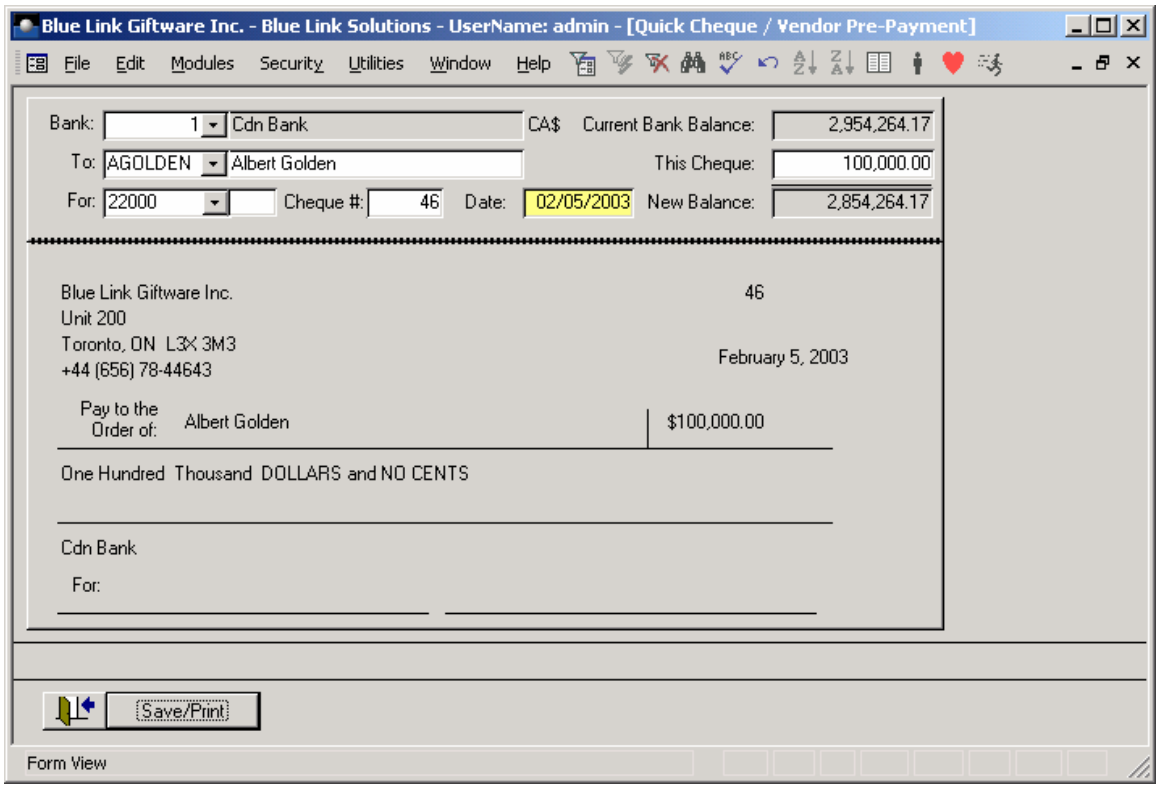
To reconcile your bank account for a given period, the Ending Balances of Bank Statement Information and Reconciliation Information must be equal. The total deposits or the total cheques written may not agree as there may be corrections on your part which the bank hasn't seen. For example you may have $1000 in extra deposits and $1000 in extra cheques written in Reconciliation Information section, but the ending balances may balance because everything else is correct.

You are not likely to have all three Ending Balances agree either. That is not necessary. The difference in the Ending Balance from the Account Information section and that of the other two sections are transactions the bank has not received yet.

| | |
|---|---|
| Note: | The Ending Balance under Account Information should agree with your GL account for that bank. If not, they are out of balance due to them being set up incorrectly or entries made to the control account only. |

# 11.6 Quick Cheque / Vendor Pre-Payment

This function allows you to write a cheque to a vendor bypassing the A/P module. This transaction is posted to the Bank and General Ledger.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Quick Cheque / Vendor Pre-Payment]
File Edit Modules Security Utilities Window Help
Bank: 1 Cdn Bank CA$ Current Bank Balance: 2,954,264.17
To: AGOLDEN Albert Golden This Cheque: 100,000.00
For: 22000 Cheque #: 46 Date: 02/05/2003 New Balance: 2,854,264.17
Blue Link Giftware Inc.
Unit 200
Toronto, ON L3X 3M3
+44 (656) 78-44643
46
February 5, 2003
Pay to the Order of: Albert Golden
$100,000.00
One Hundred Thousand DOLLARS and NO CENTS
Cdn Bank
For:
Save/Print
Form View

**Bank**
Select the bank account the cheque is being drawn against. The Current Bank Balance will be displayed.

**To**
Select the payee (vendor) to whom the cheque is being written.

**For**
Select the General Ledger account to which this transaction should be posted. Select the Accounts Payable Control account (as defined in the System Interface) to have the cheque is treated as an advance to the vendor's account, and to have it posted to the A/P subledger.

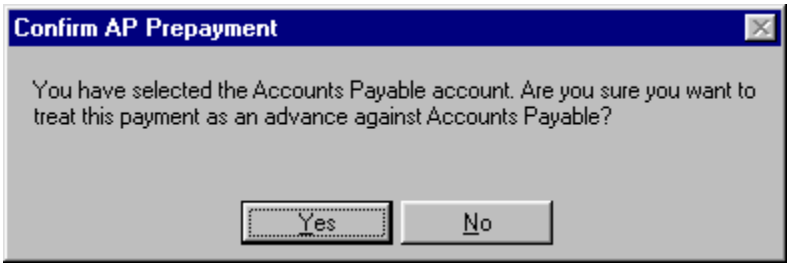
| Note: | A limitation of this function, however, is that you may use only one General Ledger account. For example, you cannot post this cheque to an expense/income account and GST. |
|---|---|

**Cheque Number/Date**
Enter the cheque number and cheque date. The date defaults to the current date.

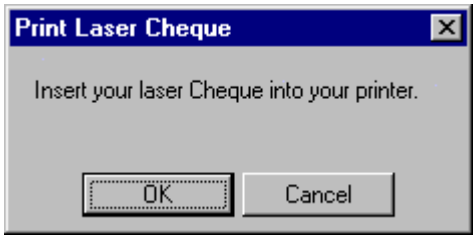
**This Cheque**
Type in the amount of the cheque. The Total (beginning balance on the account) and Balance (beginning balance – cheque amount) are filled in automatically by the system.

**Save/Print Button**

Once all the information is correctly filled in, press **Save/Print .** If you entered the Accounts Payable Control Account in the FOR: field you will be asked to confirm that this cheque should be treated as an advance.


Confirm AP Prepayment
You have selected the Accounts Payable account. Are you sure you want to treat this payment as an advance against Accounts Payable?
Yes
No

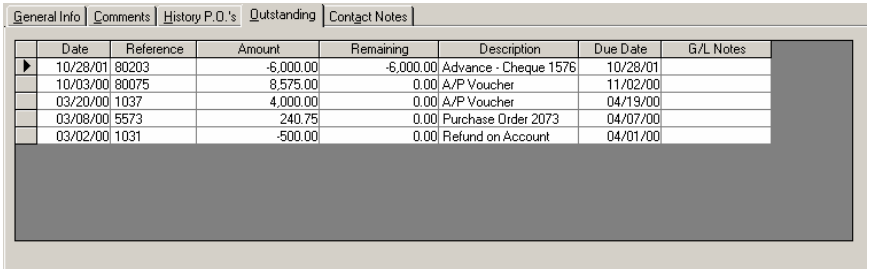
If you have answer Yes, or if you have entered any other GL account in the FOR: field, the system will prompt you to insert a cheque into the printer.




Click OK to continue once the cheque is in the printer; click Cancel to cancel the request. Once the cheque is printed, the following screen will be displayed:

If the cheque printed correctly, click Yes and it will be posted. If it did not print correctly, click No.

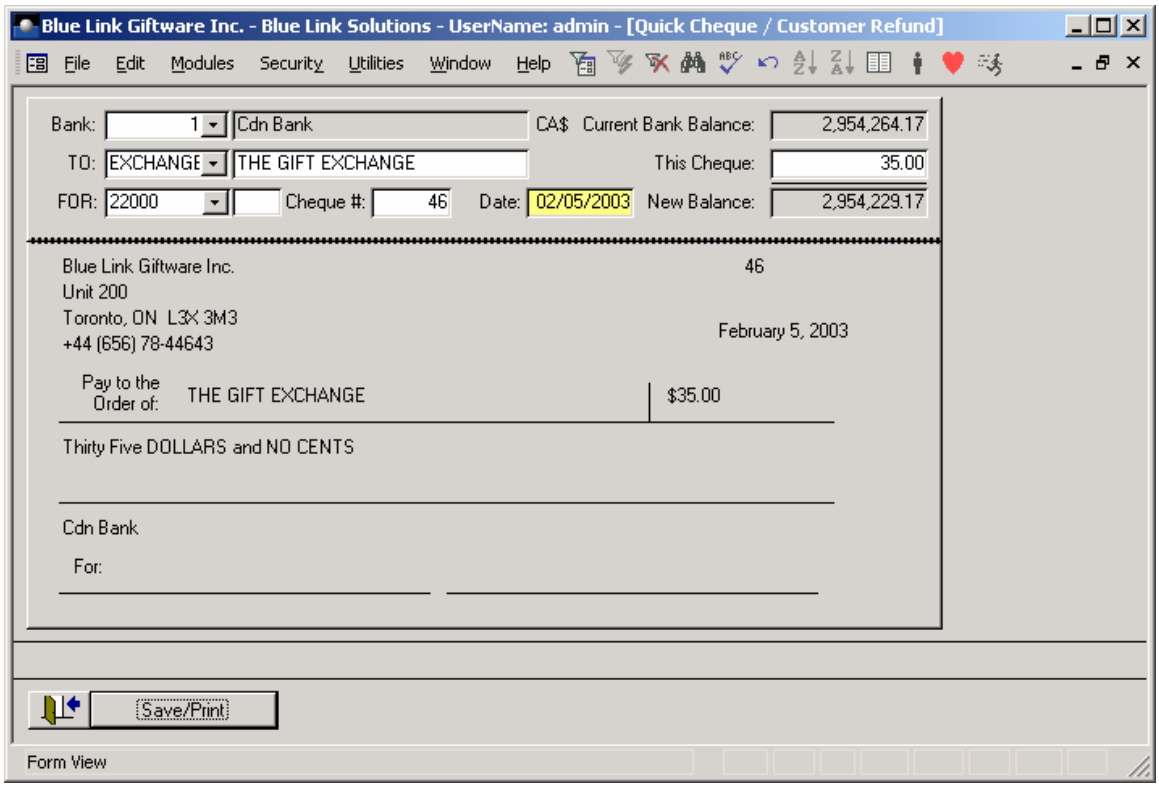
If you have posted to the control account this entry will appear in the Vendor file and will be titled "Advance-Cheque #".


General Info
Comments
History P.O.'s
Outstanding
Contact Notes
Date Reference Amount Remaining Description Due Date G/L Notes
10/28/01 80203 -6,000.00 -6,000.00 Advance - Cheque 1576 10/28/01
10/03/00 80075 8,575.00 0.00 A/P Voucher 11/02/00
03/20/00 1037 4,000.00 0.00 A/P Voucher 04/19/00
03/08/00 5573 240.75 0.00 Purchase Order 2073 04/07/00
03/02/00 1031 -500.00 0.00 Refund on Account 04/01/00

| | |
|---|---|
| Caution: | No entry will appear in the Vendor file if you have not selected the control account. The GL entry will simply lower the Bank and offset against the GL account which was selected. |

# 11.7 Quick Cheque / Customer Refund

This function allows you to write a cheque to a customer bypassing the A/R module. This transaction is posted to the Bank, the General Ledger, and potentially Accounts Receivable.




**Bank**
Select the bank account the cheque is being drawn against. The Current Bank Balance will be displayed.

**To**
Select the payee (customer) to whom the cheque is being written.

**For**
Select the General Ledger account this is for. **If you select the Accounts Receivable Control account (as defined in the System Interface), the cheque is treated as a refund against the customer's account and will appear in the A/R subledger for this customer.** If any account other than the control account is selected, then the A/R subledger is NOT updated.

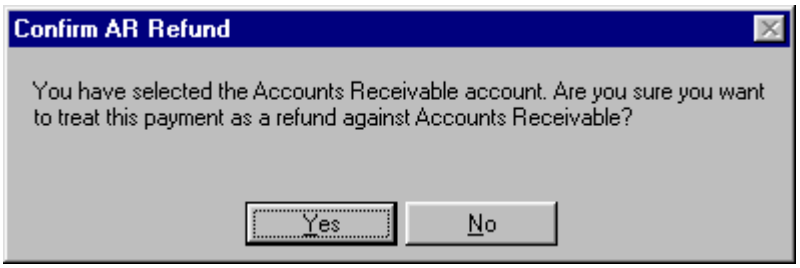
| | |
|---|---|
| **Note:** | A limitation of this function, however, is that you may use only one General Ledger account. For example, you cannot post this cheque to an expense/income account and GST. |

**Cheque Number/Date**
Enter the cheque number and cheque date. The date defaults to the current date.

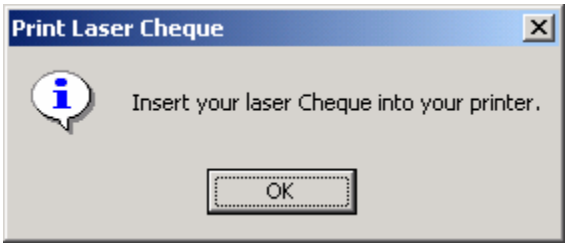
**This Cheque**
Type in the amount of the cheque. The Total (beginning balance on the account) and Balance (beginning balance – cheque amount) are filled in automatically by the system.

**Save/Print Button**

Once all the information is correctly filled in, press **Save/Print Cheque.** If you entered the Accounts Receivable Control Account in the FOR: field you will be asked to confirm that this cheque should be treated as a refund.


Confirm AR Refund
You have selected the Accounts Receivable account. Are you sure you want to treat this payment as a refund against Accounts Receivable?
Yes
No

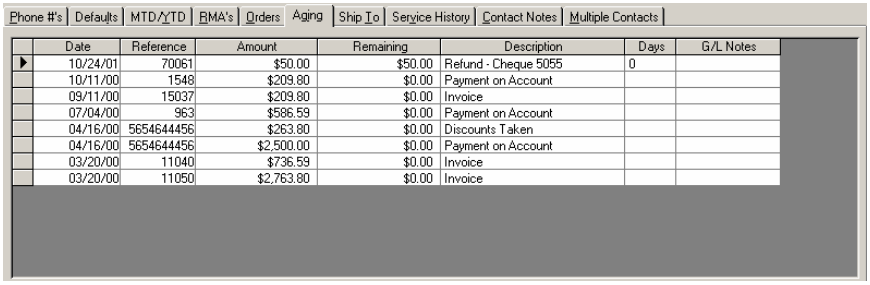
If you have answer Yes, or if you have entered any other GL account in the FOR: field, the system will prompt you to insert a cheque into the printer.




Click OK to continue once the cheque is in the printer; click Cancel to cancel the request. Once the cheque is printed, the following screen will be displayed:

If the cheque printed correctly, click Yes and it will be posted. If it did not print correctly, click No.

If you have posted to the control account this entry will appear in the Customer file and will be titled "Refund – Cheque #".

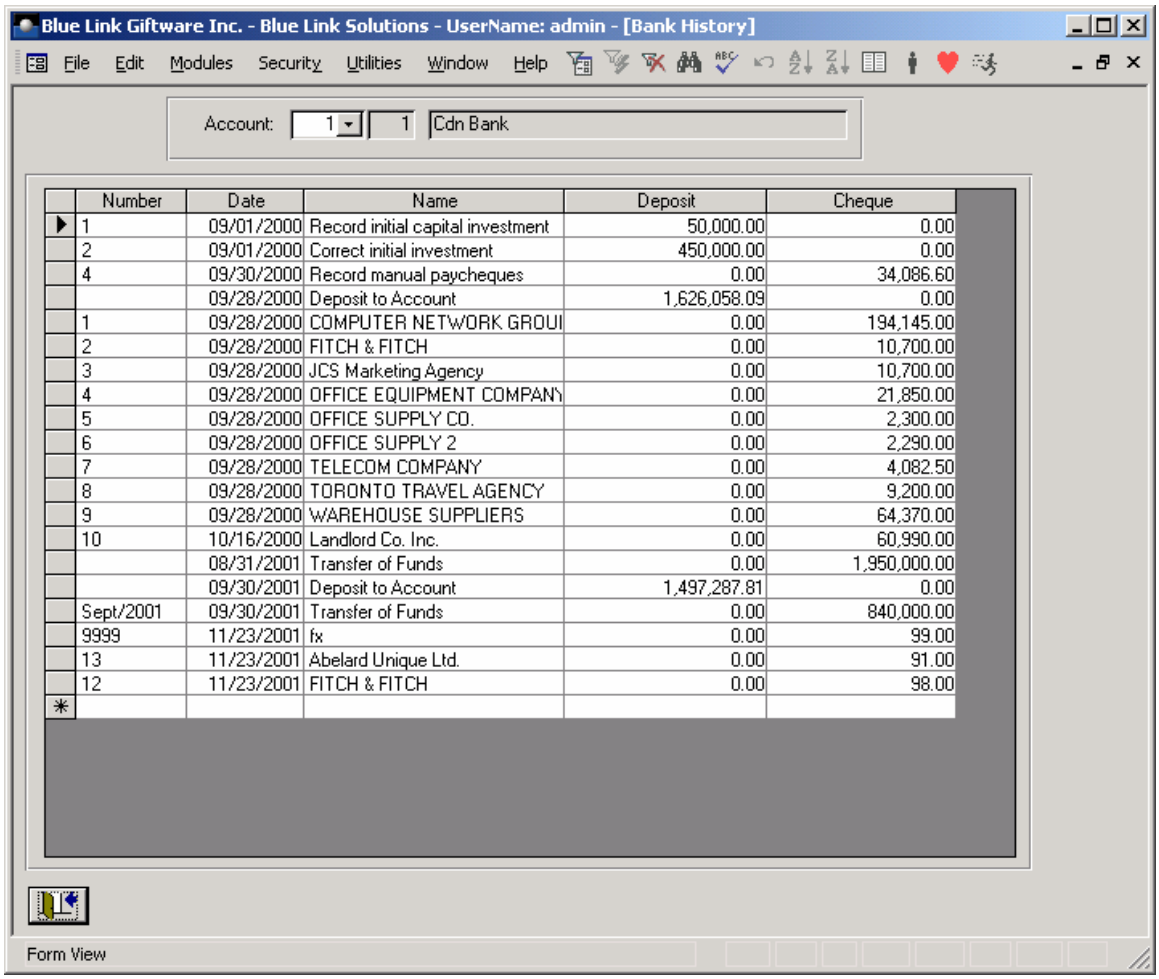



| Date | Reference | Amount | Remaining | Description | Days | G/L Notes |
|---|---|---|---|---|---|---|
| 10/24/01 | 70061 | $50.00 | $50.00 | Refund - Cheque 5055 | 0 | |
| 10/11/00 | 1548 | $209.80 | $0.00 | Payment on Account | | |
| 09/11/00 | 15037 | $209.80 | $0.00 | Invoice | | |
| 07/04/00 | 963 | $586.59 | $0.00 | Payment on Account | | |
| 04/16/00 | 5654644456 | $263.80 | $0.00 | Discounts Taken | | |
| 04/16/00 | 5654644456 | $2,500.00 | $0.00 | Payment on Account | | |
| 03/20/00 | 11040 | $736.59 | $0.00 | Invoice | | |
| 03/20/00 | 11050 | $2,763.80 | $0.00 | Invoice | | |

| | |
|---|---|
| Caution: | No entry will appear in the Customer file if you have not selected the control account. The GL entry will simply lower the Bank and offset against the GL account which was selected. |

# 11.8 Bank History (Cleared Items)

This function is a list of all reconciled (cleared) transactions.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Bank History]
File Edit Modules Security Utilities Window Help
Account: 1 1 Cdn Bank
Number Date Name Deposit Cheque
1 09/01/2000 Record initial capital investment 50,000.00 0.00
2 09/01/2000 Correct initial investment 450,000.00 0.00
4 09/30/2000 Record manual paycheques 0.00 34,086.60
09/28/2000 Deposit to Account 1,626,058.09 0.00
1 09/28/2000 COMPUTER NETWORK GROUI 0.00 194,145.00
2 09/28/2000 FITCH & FITCH 0.00 10,700.00
3 09/28/2000 JCS Marketing Agency 0.00 10,700.00
4 09/28/2000 OFFICE EQUIPMENT COMPANY 0.00 21,850.00
5 09/28/2000 OFFICE SUPPLY CO. 0.00 2,300.00
6 09/28/2000 OFFICE SUPPLY 2 0.00 2,290.00
7 09/28/2000 TELECOM COMPANY 0.00 4,082.50
8 09/28/2000 TORONTO TRAVEL AGENCY 0.00 9,200.00
9 09/28/2000 WAREHOUSE SUPPLIERS 0.00 64,370.00
10 10/16/2000 Landlord Co. Inc. 0.00 60,990.00
08/31/2001 Transfer of Funds 0.00 1,950,000.00
09/30/2001 Deposit to Account 1,497,287.81 0.00
Sept/2001 09/30/2001 Transfer of Funds 0.00 840,000.00
9999 11/23/2001 fx 0.00 99.00
13 11/23/2001 Abelard Unique Ltd. 0.00 91.00
12 11/23/2001 FITCH & FITCH 0.00 98.00
Form View

**Account**
The bank account you want to inquire on.

**Number**
The number of the cheque or deposit.

**Date**
The date of the cheque or deposit.

**Name**
If a cheque, the name of the payee. If a deposit, then usually the text “Deposit to Account” or other descriptive text for the transaction.

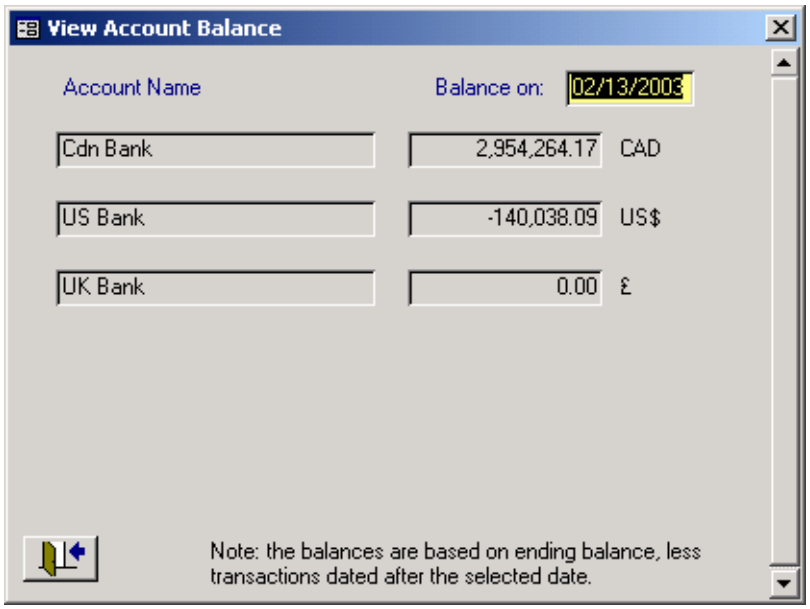
**Deposit**
If this is a deposit, then this is the amount of the deposit.

**Cheque**
If this is a cheque, then this is the amount of the cheque or withdrawal.

Click the “Exit” button to exit the screen or click on the drop down list for Account to view the cleared transactions in another account in the list.

# 11.9 Bank Account Balance Inquiry

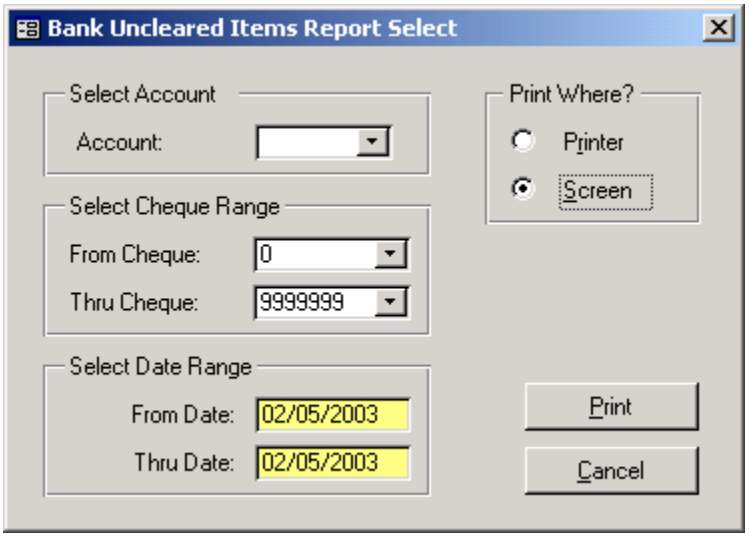
Use this function to look up bank account balances as at a specific date. (This is useful for checking current balances when posted cheques have been entered into the system.)




**Balance On:**
Enter the date for which you want to look up the bank account balances for. Hit Tab or Enter and the screen will be updated with the account balances as at the end of that day.

# 11.10 Print Uncleared Items Report

Use this function to print a copy of all uncleared cheques and deposits entered during a specified period. The most common need for this kind of report is to compare one month's transactions to your bank statement. Use this report and your bank statement to accurately update your account balance and transaction records in **Reconcile Account**.

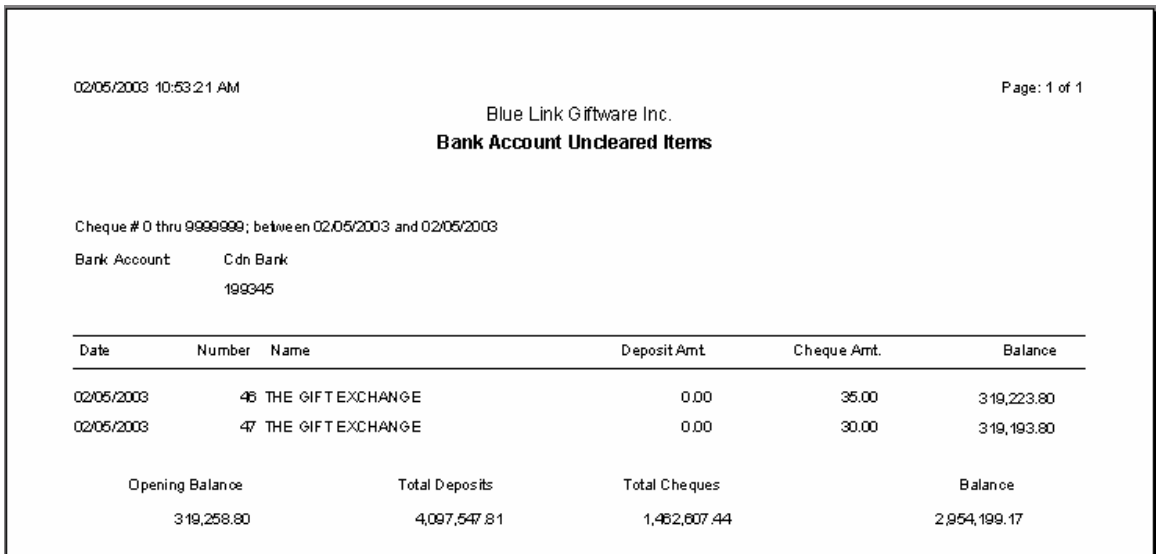



**Select Account**
Select the bank account that you wish to print. You can choose from any of the accounts set up in **Bank Account Setup**.

**From/Thru Cheque #**
Select or type the cheque numbers you wish included in the report.

**From/Thru Date**
Type the range of dates for the cheques you wish included in the report.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/05/2003 10:53:21 AM Page: 1 of 1

Blue Link Giftware Inc.

**Bank Account Uncleared Items**

Cheque # 0 thru 9999999; between 02/05/2003 and 02/05/2003

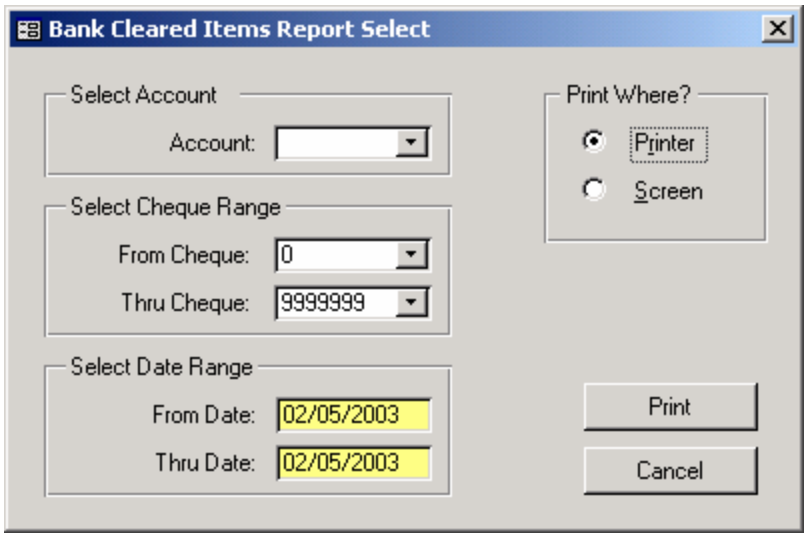
Bank Account: Cdn Bank
199345

| Date | Number | Name | Deposit Amt. | Cheque Amt. | Balance |
|---|---|---|---|---|---|
| 02/05/2003 | 46 | THE GIFT EXCHANGE | 0.00 | 35.00 | 319,223.80 |
| 02/05/2003 | 47 | THE GIFT EXCHANGE | 0.00 | 30.00 | 319,193.80 |

| Opening Balance | Total Deposits | Total Cheques | Balance |
|---|---|---|---|
| 319,258.80 | 4,097,547.81 | 1,462,607.44 | 2,954,199.17 |

# 11.11 Print Cleared Items Report

Use this function to print a copy of all cleared cheques and deposits entered during a specified period. The Bank Account History includes all items that have been reconciled and saved to the history system.

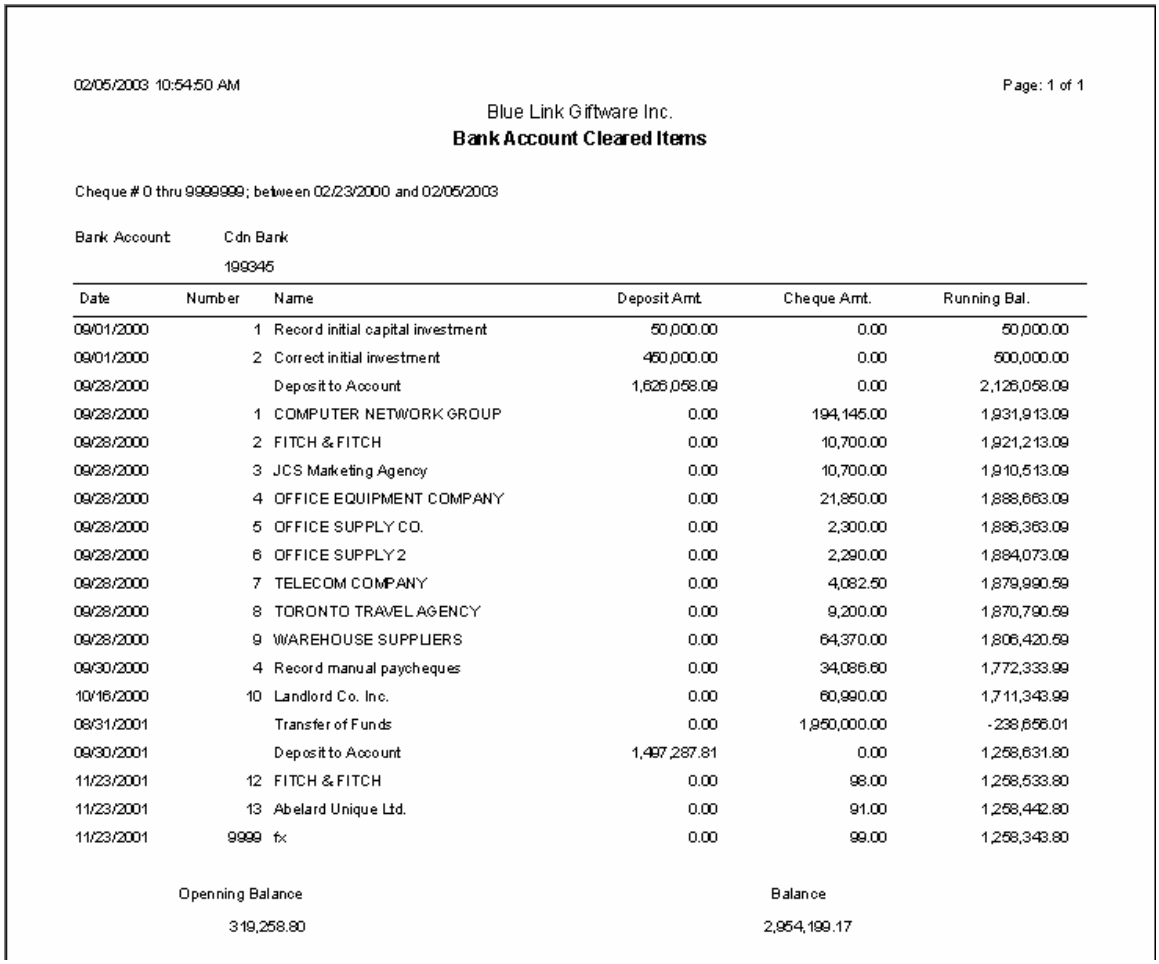



**Select Account**
Select the chequing account that you wish to print. You can choose from any of the accounts set up in **Bank Account Setup**.

**From/Thru Cheque #**
Select or type the cheque numbers you wish included in the report.

**From/Thru Date**
Type the range of dates for the cheques you wish included in the report.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.



02/05/2003 10:54:50 AM Page: 1 of 1

Blue Link Giftware Inc.

**Bank Account Cleared Items**

Cheque # 0 thru 9999999; between 02/23/2000 and 02/05/2003

Bank Account: Cdn Bank
199345

| Date | Number | Name | Deposit Amt. | Cheque Amt. | Running Bal. |
|---|---|---|---|---|---|
| 09/01/2000 | 1 | Record initial capital investment | 50,000.00 | 0.00 | 50,000.00 |
| 09/01/2000 | 2 | Correct initial investment | 450,000.00 | 0.00 | 500,000.00 |
| 09/28/2000 | | Deposit to Account | 1,626,058.09 | 0.00 | 2,126,058.09 |
| 09/28/2000 | 1 | COMPUTER NETWORK GROUP | 0.00 | 194,145.00 | 1,931,913.09 |
| 09/28/2000 | 2 | FITCH & FITCH | 0.00 | 10,700.00 | 1,921,213.09 |
| 09/28/2000 | 3 | JCS Marketing Agency | 0.00 | 10,700.00 | 1,910,513.09 |
| 09/28/2000 | 4 | OFFICE EQUIPMENT COMPANY | 0.00 | 21,850.00 | 1,888,663.09 |
| 09/28/2000 | 5 | OFFICE SUPPLY CO. | 0.00 | 2,300.00 | 1,886,363.09 |
| 09/28/2000 | 6 | OFFICE SUPPLY 2 | 0.00 | 2,290.00 | 1,884,073.09 |
| 09/28/2000 | 7 | TELECOM COMPANY | 0.00 | 4,082.50 | 1,879,990.59 |
| 09/28/2000 | 8 | TORONTO TRAVEL AGENCY | 0.00 | 9,200.00 | 1,870,790.59 |
| 09/28/2000 | 9 | WAREHOUSE SUPPLIERS | 0.00 | 64,370.00 | 1,806,420.59 |
| 09/30/2000 | 4 | Record manual paycheques | 0.00 | 34,086.60 | 1,772,333.99 |
| 10/16/2000 | 10 | Landlord Co. Inc. | 0.00 | 60,990.00 | 1,711,343.99 |
| 08/31/2001 | | Transfer of Funds | 0.00 | 1,950,000.00 | -238,656.01 |
| 09/30/2001 | | Deposit to Account | 1,497,287.81 | 0.00 | 1,258,631.80 |
| 11/23/2001 | 12 | FITCH & FITCH | 0.00 | 98.00 | 1,258,533.80 |
| 11/23/2001 | 13 | Abelard Unique Ltd. | 0.00 | 91.00 | 1,258,442.80 |
| 11/23/2001 | 9999 | fx | 0.00 | 99.00 | 1,258,343.80 |

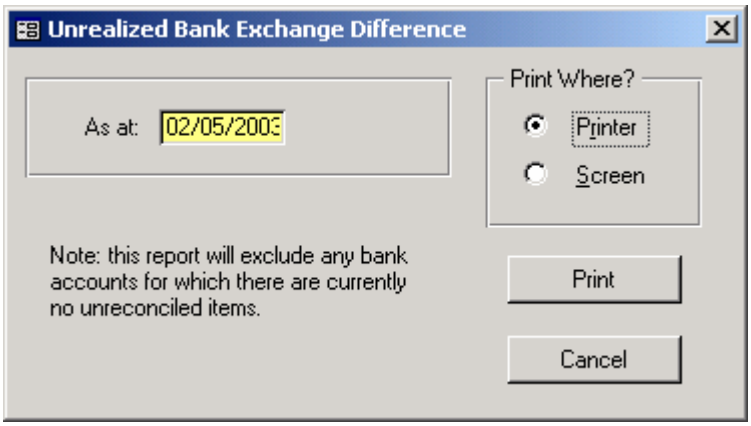
| Openning Balance | Balance |
|---|---|
| 319,258.80 | 2,954,199.17 |

# 11.12 Unrealized Exchange Difference

In the Blue Link Solutions multiple currency system, when transfers are made between local currency bank accounts and foreign currency bank accounts, the difference in the value between the currencies is posted to the Exchange Difference account, which represents *unrealized* exchange differences.

At the end of a reporting period, it is necessary to adjust the balance on this Exchange Difference account to represent the current unrealized exchange difference on foreign currency bank accounts. The purpose of this report is to assist in doing so.

When this report is selected, the following screen is displayed:



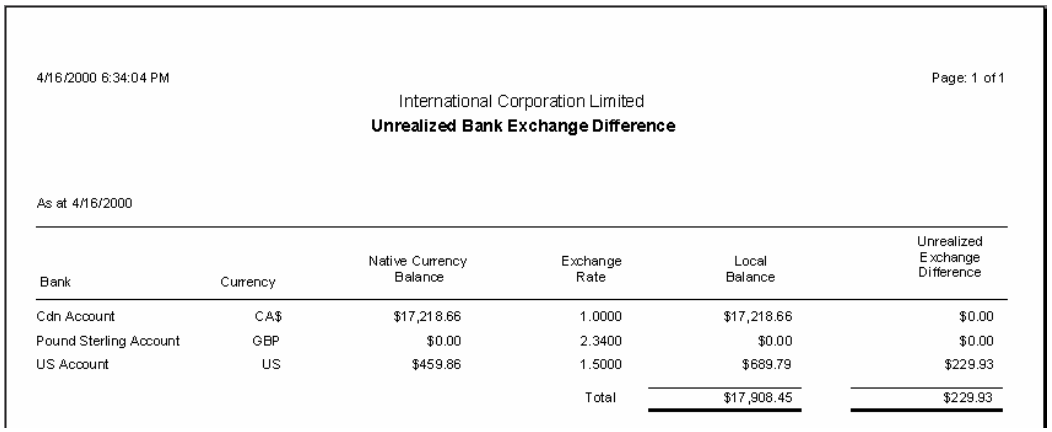

**As at Date**
Enter the cut off date at which you wish the report to print.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

| | |
|---|---|
| **NOTE:** | Bank accounts for which there are no unreconciled items will not be included in this report. For such accounts, which have had no activity since the last bank reconciliation was performed, you will have to perform this calculation manually. If you select a report date prior to the date on which you last performed the bank reconciliation, the report may not be accurate. It is therefore advisable to print this report and make any necessary adjustments on or soon after the reporting date. |

The report lists all bank accounts, and shows their local currency equivalent at the current rates per the currency file. The report total shows what the balance on your unrealized exchange difference account in the General Ledger should be. By comparing this with the actual balance, you will be able to make the necessary adjustment for reporting purposes.

### *Unrealized Bank Exchange Difference Report*



4/16/2000 6:34:04 PM Page: 1 of 1

International Corporation Limited

**Unrealized Bank Exchange Difference**

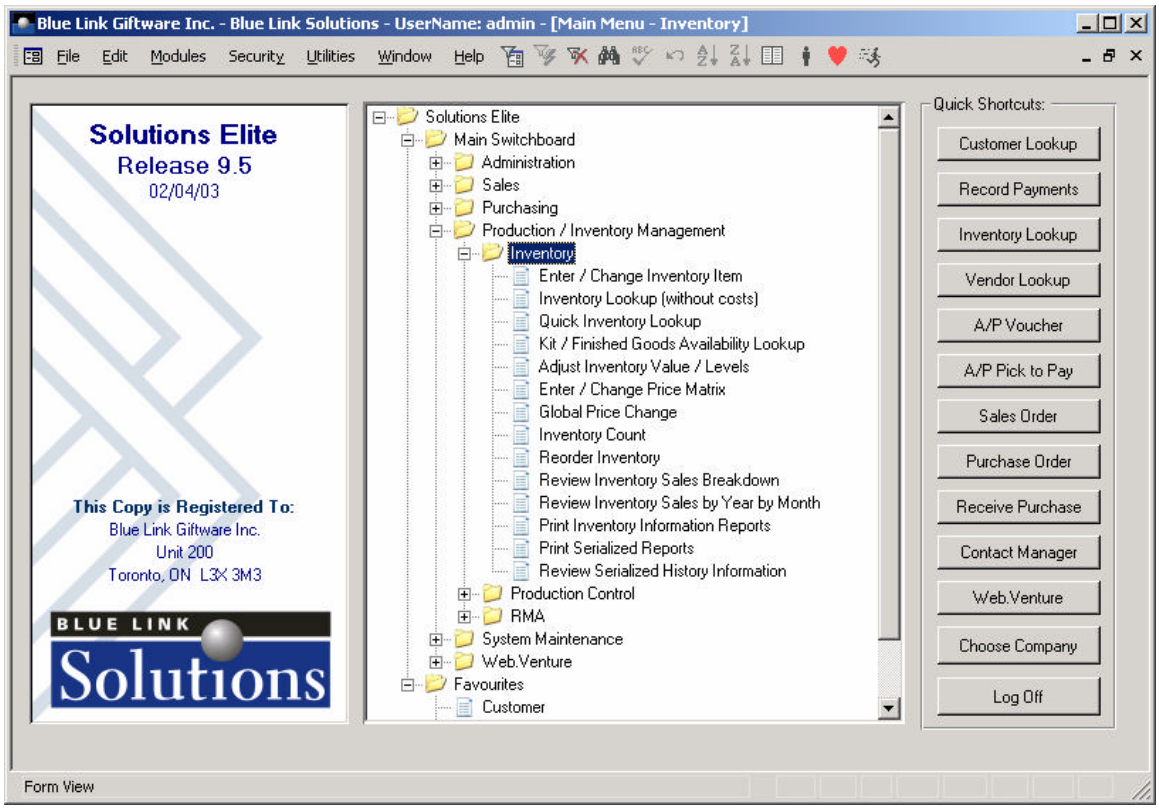
As at 4/16/2000

| Bank | Currency | Native Currency Balance | Exchange Rate | Local Balance | Unrealized Exchange Difference |
|---|---|---|---|---|---|
| Cdn Account | CA$ | $17,218.66 | 1.0000 | $17,218.66 | $0.00 |
| Pound Sterling Account | GBP | $0.00 | 2.3400 | $0.00 | $0.00 |
| US Account | US | $459.86 | 1.5000 | $689.79 | $229.93 |
| | | | Total | $17,908.45 | $229.93 |

# 12: Inventory Control

You can maintain information about your inventory using this Module of Blue Link Solutions. In addition to setting up a standard inventory by physical product, you can maintain inventory-type records for "non-inventory" items such as labour, freight, or disposable parts. Blue Link Solutions allows you to begin with a few pieces of this information so that you can later expand it to be a full-fledged inventory system when you are ready.

Access Inventory Control through **Production/Inventory Management | Inventory.**



# 12.1 Setup Notes

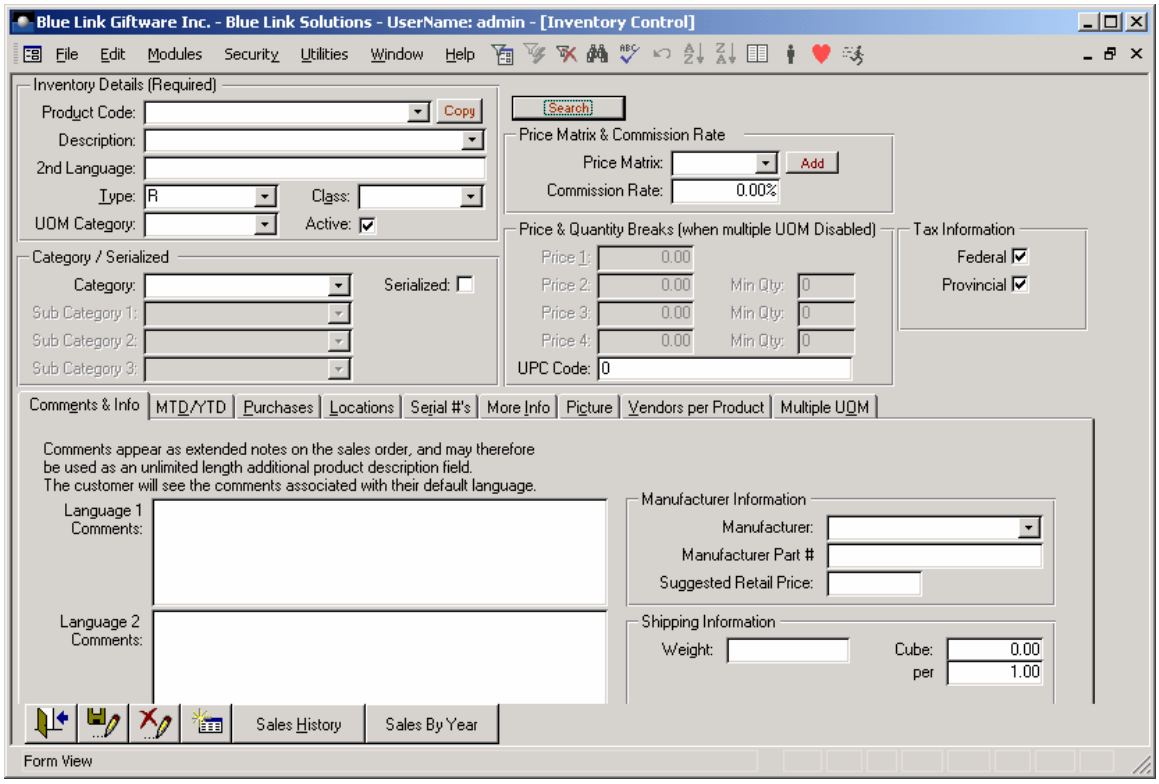
The summary below shows several options for implementing the Blue Link Solutions inventory control system:

1. If you do not want formal inventory control, you can run Blue Link Solutions using vouchers and not utilize the sales order and purchase order modules of the system.
2. If you do plan to use sales orders and purchase orders to reflect your transactions but do not need to track units on hand, then you should assign product codes with prices and sales accounts in Inventory Control. Mark your product types as **N** (non-inventory).
3. You can handle a combination of physical inventory items and non-inventory items on sales orders with standard prices associated with each. (You also have the opportunity to alter the price on any individual sales order).
4. You can set up your inventory with a unit of measure configuration which will allow you to buy in one unit of measure and sell in another.
5. You can set up a price matrix structure for your inventory. Use of a price matrix will allow you to assign multiple price levels so that the price level assignment within the customer record can then be used to determine the product or service price to a specific customer.
6. The Blue Link Solutions Sales Order module can use the inventory file to maintain information on back orders and reserving units for specific orders to be filled at a later date.

After you have set up your inventory records, the transactions from other parts of the system are automatically reflected in your inventory history. In the same fashion, when you make adjustments to the inventory record after you have made a physical inventory, your changes are automatically posted to the appropriate General Ledger account.

# 12.2 Enter/Change Inventory Item

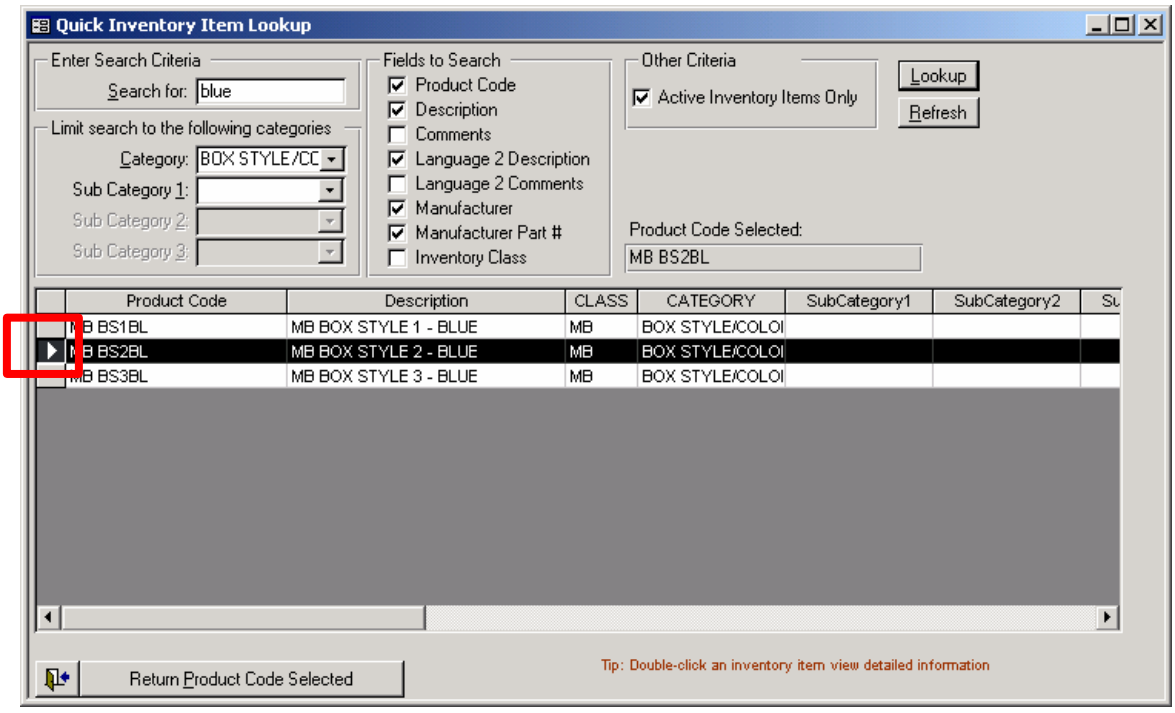
Use this function to add new inventory records or change certain information about current ones. The following screen displays the inventory entry/change record, followed by a description of each field.




**Product Code**
The Product Code field lets you assign a name/number that will identify this item for sales orders and purchase orders. This is a 25 character alphanumeric field.

## *Search*

To search for item(s) in inventory that match a certain criteria click the red search button. In the resulting screen, enter a word to search by in the the search field, check relevant fields to search in and choose any categories or subcategories to limit the search if desired. To return the search results click the look up button. The results for a sample search are shown below.




**After highlighting the item you want to look up with an arrow left of the product code, click the Return Product Code Selected and this will automatically populate the Enter/Change Inventory Item with the chosen item details.**

**Description**
The description of the product that will print on invoices and P/O's. This is a 30 character alphanumeric field. Both upper and lower case characters can be displayed in this field.

**2nd Language**
This is the alternate description language for the Inventory Item. It allows for 30 characters, and is alphanumeric. This field would be used for customers who require the item description on their Orders and Invoices to be different from the default language. This can be found under 'Enter/Change Customer', and then under the 'Defaults' tab. (See CH. 9 for further details)

**Type (Required)**
Four types of products are allowed in the inventory file. They are:

**R -** regular inventory keeps track of units on hand.

**N -** non-inventory type keeps track of sales and price but disregards units on hand. You would use the **N** type for items such as labour, freight, disposable parts, etc.

**K -** kit items allow you to group finished good items (N or R types) together as one item. These items will then be exploded when entered into a sales order. For example: a company that sells computers may have a pre-made bundle that consists of a mouse, keyboard, monitor, CPU, sound card, speakers, etc. These items are all tracked in inventory separately, but can be "exploded" onto a sales order using the kit part number.

**F -** finished or manufactured or assembled goods using production control.

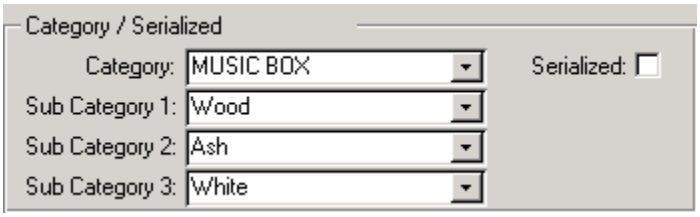
**Note: Regular versus Non-Inventory Items**
If you sell services, and therefore have no need to track how many units are on hand and how many units are on reserve, your inventory would use type "**N"**. If you sell products primarily, you would probably use type "**R"** when you sell physical items such as wrenches, cars, paper, etc.

**Class**
Classes need to be set up through **System Maintenance | System Master | Inventory Information**. This is a 4 digit alphanumeric field. For example, a company may find HRDW (hardware) versus SFTW (software) as a helpful class for dividing inventory types. Classifications control the General Ledger Accounts that the item will use when posting the sales and assets to this inventory item.

**Category**
You may use this field as a selection criterion since the printing function allows you to limit reports by this value. This is a four digit alphanumeric field. If you assign sequential categories such as a-f or 1-10 you can then request reports based on these ranges.

**Sub Categories**
You may identify up to 3 different types of sub categories per inventory item. These can be used in external reporting or Web.Venture configuration. These are set up in **System Mater Lists | Inventory Categories**.

You will configure a master category first. Then for that master category you will have multiple options in sub category 1. In sub category 2 you will then have various options depending on what was setup for sub category 1. Sub category 3 will be limited to what is selected in sub category 2.




**Serialized**
This is the Serial # flag which allows optional or mandatory serial numbering. If set to mandatory (the box is checked), users will be required to supply serial #'s when receiving purchase orders and invoicing sales.

**Active Flag**
If this inventory is not being sold anymore, you may uncheck the active flag. This will remove this item from any pick lists, such as Purchase Orders, and Sales Orders. However if you know the Product Code you may type it specifically on a Sales Order and you will be allowed to sell if it, if stock is still available.

**GST and Prov. Tax**
Uncheck these boxes if this product code never has GST or PST assigned to it; otherwise leave them checked.

**Matrix**
Each inventory item can be assigned a 9-level discount percentage structure. The discount percentage structure can be assigned a number from 1 to 999.

A customer can belong to one of the 9 levels, or to none of the levels. When a customer who belongs to a level purchases a part where a price matrix has been assigned, they will receive the percentage discount contained therein.

*Example:*

Inventory item ABC belongs to price matrix 1 defined as follows:

| Matrix | Rate1 | Rate2 | Rate3 | Rate4 | Rate5 | Rate6 | Rate7 | Rate8 | Rate9 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 10% | 15% | 20% | 20% | 20% | 20% | 20% | 20% | 30% |

Customer XYZ belongs to rate category 2.
When customer XYZ purchases product ABC, they will receive a 15% discount.

**Commission Rate**
If in the setup of salespeople in **Employee & Sales Person | Enter / Setup Salespersons**, you have selected to select the Inventory Method a opposed to the Overall Method, then you will setup the commission rates for the respective inventory item.

**Price 1**
The default sales price. Additional pricing structure information can be entered from the price matrix pop up screen.

**Price 2,3,4**
The sales price when the product is ordered in quantity which is defined in **Min Qty** fields following the corresponding price fields.

**UPC Code**
The UPC Code of the inventory item. If you do not track UPC codes, this field may be used for any miscellaneous information that you wish to track.

**Multiple UOM**
See section 12.3 for more on Unit of Measure.

At the bottom of the screen are tab labeled: Comments, MTD/YTD, Purchases, Locations, Serial #'s, More Info, Picture, Sales History, and Vendor per Product. Clicking on these tabs accesses and highlights these areas of the inventory control screen.

## 12.2.1 COMMENTS & INFO TAB

**Language 1 Comments**
Click into the gray box and type your comments about the product. These comments default as an extended note on the purchase order and sales orders, and may therefore be used as an unlimited length additional product description field.

**Language 2 Comments**
This is the same as language 1 comments but will only print for language 2 customers.

### *Manufacturer Information*

The following fields are currently for your information purposes only.

**Manufacturer**
Enter the manufacturer of this product (if applicable).

**Manufacturer Part #**
Enter the manufacturer's product code number (if applicable).

**Suggested Retail Price**
Enter the manufacturer's suggested retail selling price (if applicable).

### *Shipping Information*

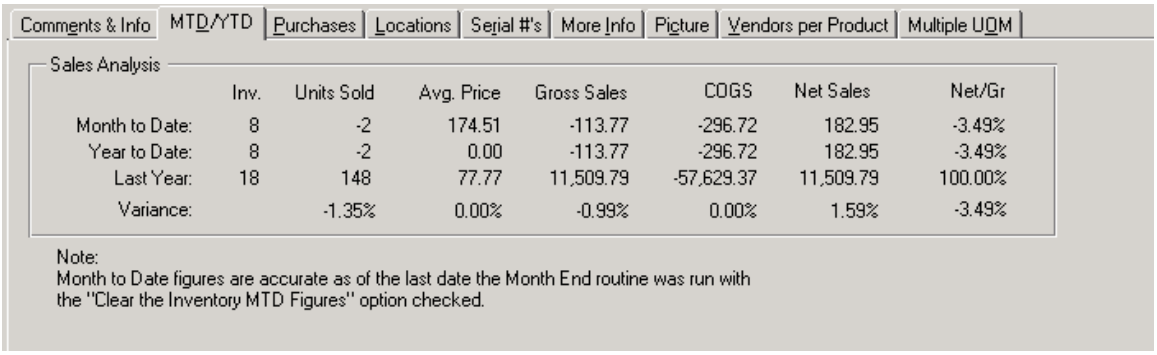
**Weight**
Individual weight of the product.

**Cube**
This is the measurement of the package the Inventory Item resides in. This field is used for shipping the product, and arriving at the freight charges.

**Per**
This is the number of units of the Inventory Item. This field is used if the item is sold in any quantity beyond '1'. For example, you could be selling buttons in quantities off 100.

## 12.2.2 MTD/YTD TAB

Displays the month-to-date, year-to-date, last year and variance sales analysis for the selected product. This information is updated when you run the Month-End-Routine.


Comments & Info
MTD/YTD
Purchases
Locations
Serial #'s
More Info
Picture
Vendors per Product
Multiple UOM
Sales Analysis
Inv. Units Sold Avg. Price Gross Sales COGS Net Sales Net/Gr
Month to Date: 8 -2 174.51 -113.77 -296.72 182.95 -3.49%
Year to Date: 8 -2 0.00 -113.77 -296.72 182.95 -3.49%
Last Year: 18 148 77.77 11,509.79 -57,629.37 11,509.79 100.00%
Variance: -1.35% 0.00% -0.99% 0.00% 1.59% -3.49%
Note:
Month to Date figures are accurate as of the last date the Month End routine was run with the "Clear the Inventory MTD Figures" option checked.

**Inv**
The number of invoices generated monthly, yearly or last year for this item.

**Units Sold**
The total units sold for this item. Amounts are kept for month-to-date, year-to-date and total for last year. A variation percentage is also calculated for this year compared to last year. ((Units YTD/Units LYR)x100).

**Avg Price**
Average retail price of this item on a monthly, yearly and last year basis.

**Gross Sales**
The total sales in dollars for this item. Amounts are kept for the month, year-to-date and total for last year. A variation percentage is also calculated for this year compared to last year ((Gross Sales YTD/Gross Sales LYR)x100).

**COGS**
The cost of goods sold in dollars for this item. Amounts are kept for the month, year-to-date and total for last year. A variation percentage is also calculated for this year compared to last year ((COGS YTD/COGS LYR)x100).

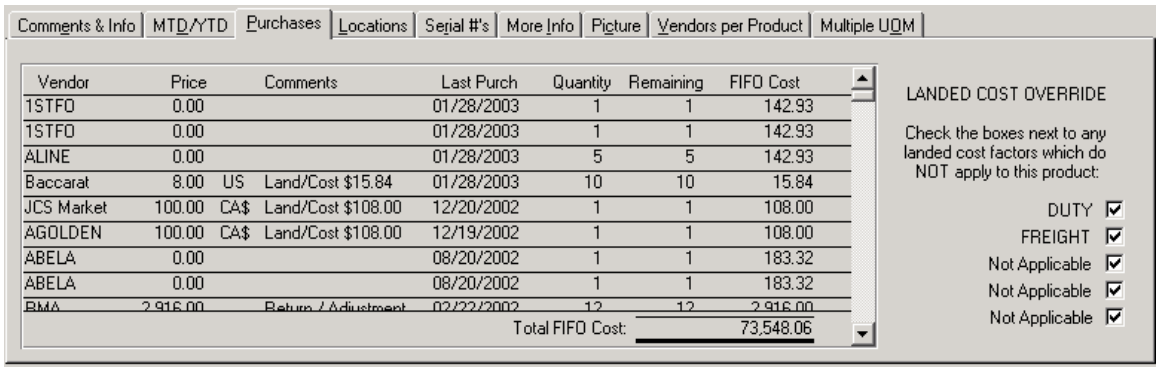
**Net Sales**
The net sales for each invoice for this item. Amounts are kept for the month, year-to-date and total for last year. A variation percentage is also calculated for this year compared to last year. ((Net Sales YTD/Net Sales LYR)x100).

**Net / Gr.**
The net sales percentage or markup.

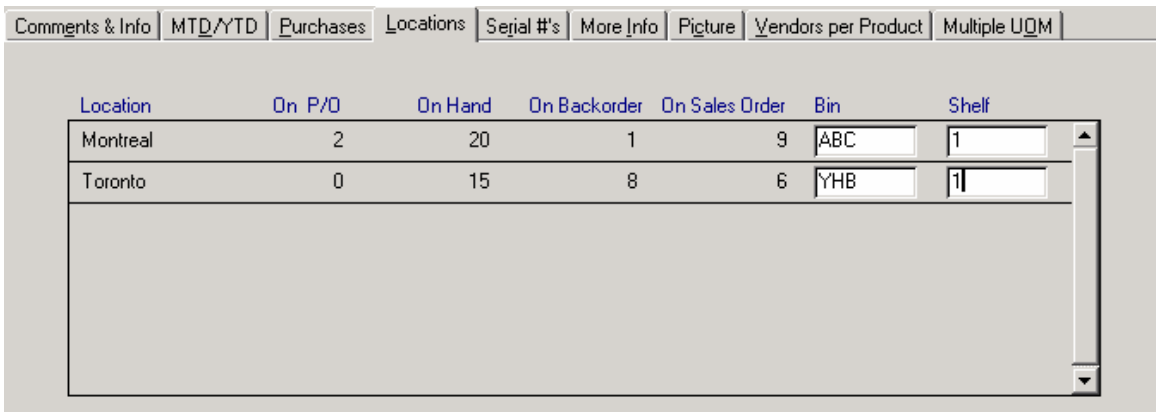
## 12.2.3 PURCHASES

Clicking on this tab accesses the Vendor purchases information screen.

This screen displays the vendors who you bought this product from, the cost, currency, any comments and the last date purchased from them. FIFO layers, and Landed Cost overrides are also visible on this screen. (See Chapter 19 – Elite Features for details)


Comments & Info
MTD/YTD
Purchases
Locations
Serial #'s
More Info
Picture
Vendors per Product
Multiple UOM
Vendor Price Comments Last Purch Quantity Remaining FIFO Cost
1STFO 0.00 01/28/2003 1 1 142.93
1STFO 0.00 01/28/2003 1 1 142.93
ALINE 0.00 01/28/2003 5 5 142.93
Baccarat 8.00 US Land/Cost $15.84 01/28/2003 10 10 15.84
JCS Market 100.00 CA$ Land/Cost $108.00 12/20/2002 1 1 108.00
AGOLDEN 100.00 CA$ Land/Cost $108.00 12/19/2002 1 1 108.00
ABELA 0.00 08/20/2002 1 1 183.32
ABELA 0.00 08/20/2002 1 1 183.32
Total FIFO Cost: 73,548.06
LANDED COST OVERRIDE
Check the boxes next to any landed cost factors which do NOT apply to this product:
DUTY
FREIGHT
Not Applicable
Not Applicable
Not Applicable

## 12.2.4 LOCATIONS TAB




Clicking on this tab accesses a screen indicating the location of the inventory. The fields are described below. Each field pertains to the location of the inventory.

**Location**
The warehouse or place where the inventory is stored.

**On P/O**
Displays the number of units on open purchase orders per location.

**On Hand**
The number of units on hand and available for sale per location.

**On Backorder**
The number of backorder units per location on sales orders. When a sale is invoiced/shipped, backorders

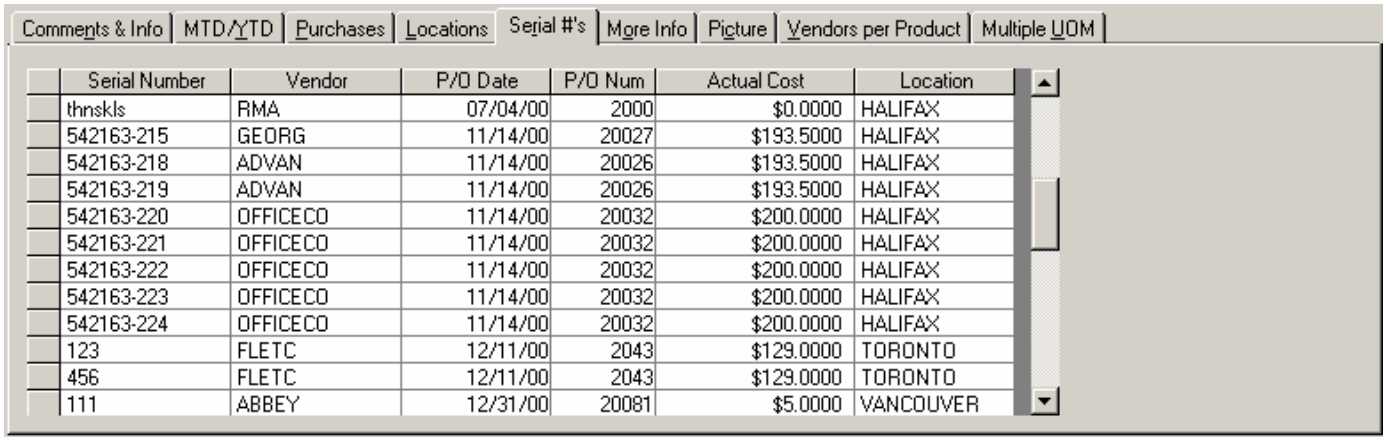
can be filled from units on hand if inventory has the items available.

**On Sales Order**
Units on open sales order per location. These are the units that are on existing sales orders but have not yet been invoiced/shipped. They are still in stock but not available for sale.

**Bin/Shelf**
The exact physical location of the inventory item in the warehouse or storage location.

## 12.2.5 SERIAL #'S TAB

Clicking on this button accesses the Serial Information screen. This is used if you are tracking individual serial #'s for each item.




| Serial Number | Vendor | P/O Date | P/O Num | Actual Cost | Location |
|---|---|---|---|---|---|
| thnskls | RMA | 07/04/00 | 2000 | $0.0000 | HALIFAX |
| 542163-215 | GEORG | 11/14/00 | 20027 | $193.5000 | HALIFAX |
| 542163-218 | ADVAN | 11/14/00 | 20026 | $193.5000 | HALIFAX |
| 542163-219 | ADVAN | 11/14/00 | 20026 | $193.5000 | HALIFAX |
| 542163-220 | OFFICECO | 11/14/00 | 20032 | $200.0000 | HALIFAX |
| 542163-221 | OFFICECO | 11/14/00 | 20032 | $200.0000 | HALIFAX |
| 542163-222 | OFFICECO | 11/14/00 | 20032 | $200.0000 | HALIFAX |
| 542163-223 | OFFICECO | 11/14/00 | 20032 | $200.0000 | HALIFAX |
| 542163-224 | OFFICECO | 11/14/00 | 20032 | $200.0000 | HALIFAX |
| 123 | FLETC | 12/11/00 | 2043 | $129.0000 | TORONTO |
| 456 | FLETC | 12/11/00 | 2043 | $129.0000 | TORONTO |
| 111 | ABBEY | 12/31/00 | 20081 | $5.0000 | VANCOUVER |

**Serial Number**
The serial number, either assigned by you or the vendor.

**Vendor**
The vendor from whom you purchased this particular item.

**P/O Date**
The date of purchase of the item.

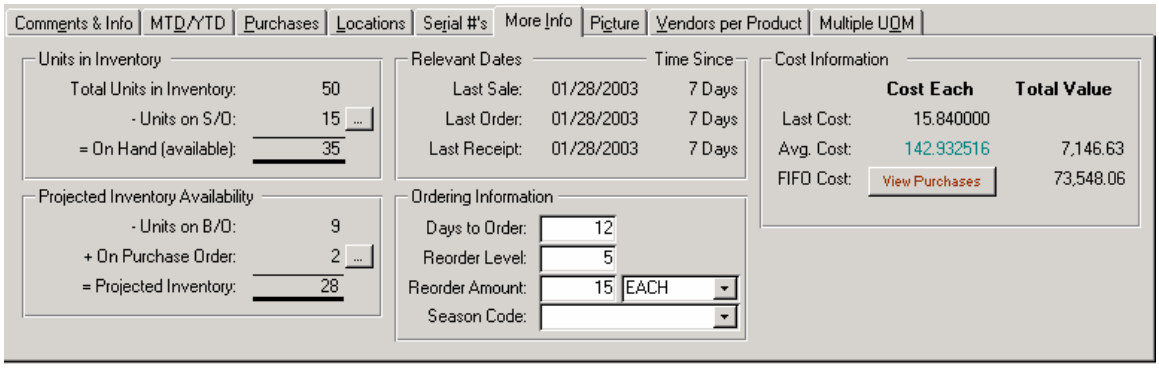
**P/O Number**
The P/O number for the vendor of this serialized item.

**Actual Cost**
The actual cost of the item.

## 12.2.6 MORE INFO TAB

Clicking on this button accesses the Other Information screen. These fields are described below.

It gives similar information as the location screen, but gives totals for all locations.




### *Units in Inventory*

**Total Units in Inventory**
This is the amount of inventory on hand. If you were to count your inventory in your warehouse you should find this amount.

**Units On S/O**
This is the total amount of inventory which is allocated against sales orders and has not yet been shipped/invoiced. They are still in stock but not available for sale.

| Note: | If the on sales order # is greater than zero, you can click on the dots beside this field to view a list of outstanding Sales Orders where this item is ordered. |
|---|---|

**Inventory SO Inquiry**

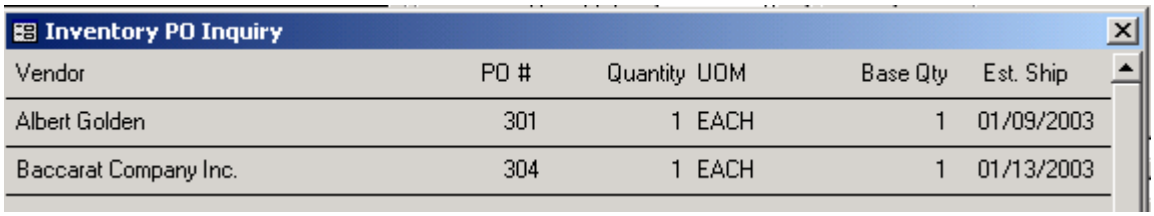
| Customer | Sales Order | Quantity | UOM | Base Qty | B/O | UOM | Base B/O |
|---|---|---|---|---|---|---|---|
| 1st Crystal & Gift | 84 | 0 | EACH | 0 | 0 | EACH | 0 |
| 1st Crystal & Gift | 148 | 1 | EACH | 1 | 0 | EACH | 0 |
| Abelard Unique Ltd. | 83 | 1 | EACH | 1 | 1 | EACH | 1 |

### *Expected Inventory Availability*

**Units on B/O**
The number of back ordered units on open sales orders.

**On Purchase Order**
The number of units on open purchase order not yet received.

| Note: | If the on order # is greater than zero, you can click on the dots beside this field to view a list of outstanding Purchase Orders where this item is ordered. |
|---|---|




## *Relevant Dates*

**Last Sale**
The date of the most recent sale of this item.

**Last Order**
The date of the most recent purchase order for this item.

**Last Receipt**
The date of the most recent receipt of this item from a purchase order.

## *Ordering Information*

**Days to Order**
The average number of days from purchase order to receipt. This is the expected lead time. For example if on average it takes 10 days from placing the order to receiving it, then you will enter "10" here. When the purchase order is created Blue Link Solutions will calculate the expected ship date by using today's date plus the number entered here.

**Reorder Level**
Reorder this item if the number of units on hand falls below this value.

**Reorder Amount**
The usual amount that is ordered when the reorder level is reached. If using Unit of Measure you will need to select the UOM in which you wish to reorder in.

**Season Code**
If this product is only available for a certain season such as Christmas, then fill in a season code. If it is always needed anytime of the year then leave blank. This field will act as a filter when using **Reorder Inventory.**

If the term "Season" does not fit your business you may be able to think of another classification for grouping inventory items that you do not want to reorder all of the time even if it is below the reorder level.

## *Cost Information*

**Last Cost**
The cost for one unit of this item as received on the last order.

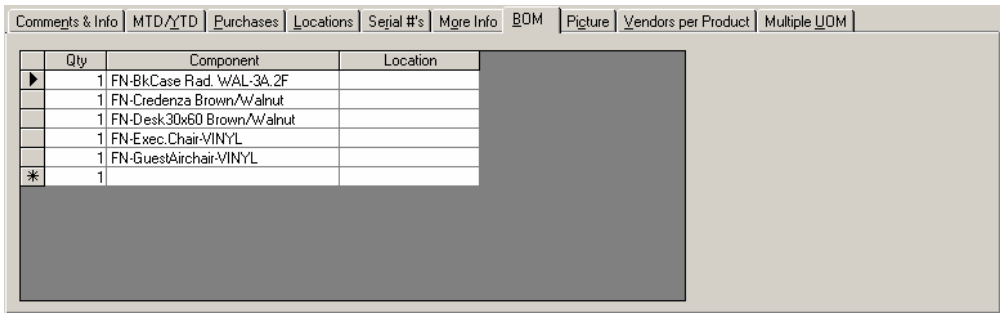
**Avg. Cost**
The average cost for this item calculated from purchase order amounts or as set using **Adjust Levels for Physical**.

**Total Value**
The total value of the inventory item calculated as (Units on Hand + Units on Sales Order) x Avg cost.

**FIFO Cost**
Beside the FIFO cost field is a "Purchases" button. Clicking on this button will return you to the Purchases tab.

## 12.2.7 BOM (BILL OF MATERIALS) TAB

This tab only appears if the inventory item is a Kit or Finished Goods. Clicking on this button accesses the Kit or Bill of Material Information screen.



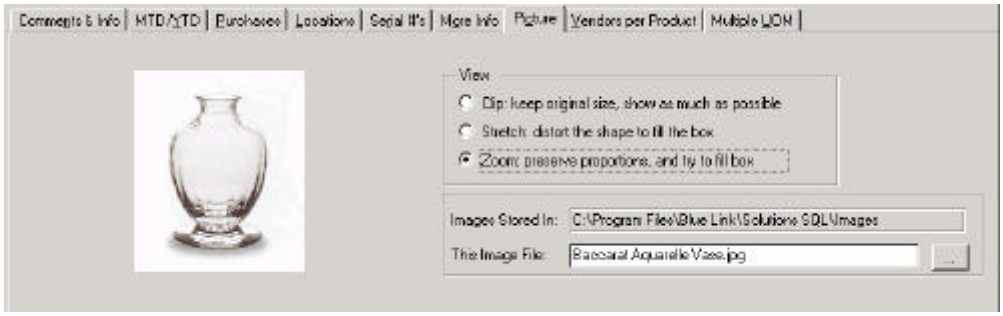

**Qty**
The quantity of individual components needed to make the kit or finished product.

**Component**
The component used in the kit or finished product.

**Location**
The location of each component used to make the kit or finished product.

## 12.2.8 PICTURE TAB

When you click on the 'Picture' Tab, this is the screen that you will see:



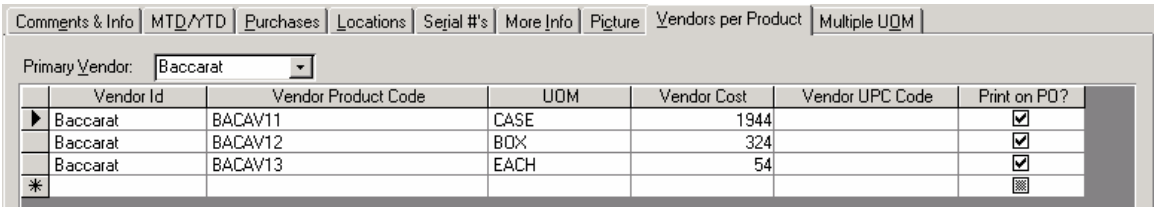

The picture files are not stored in the data file but rather are linked to another location on your network. In **System Maintenance | System Master | Inventory Information** you can enter the path to the master folder of these image files.

Click on the button beside the area titled "This image File", to select the image that this item belongs to.

You have three choices regarding the dimensions of the picture:

1. Keep the original size; show as much as possible.
2. Stretch: distort the shape to fit the box.
3. Zoom: preserve proportions, and try to fit to the box.

## 12.2.9 VENDORS PER PRODUCT




**Primary Vendor**
Select who the primary vendor for this product is. This is the vendor for which Reorder Inventory and Create PO's use as the suggested vendor

**Vendor Id** – Enter the Vendor ID in this field

**Vendor Product Code** - Enter the respective product code for the Vendor.

**UOM –** enter the default unit of measure you purchase from this vendor in (If using Unit of Measure)

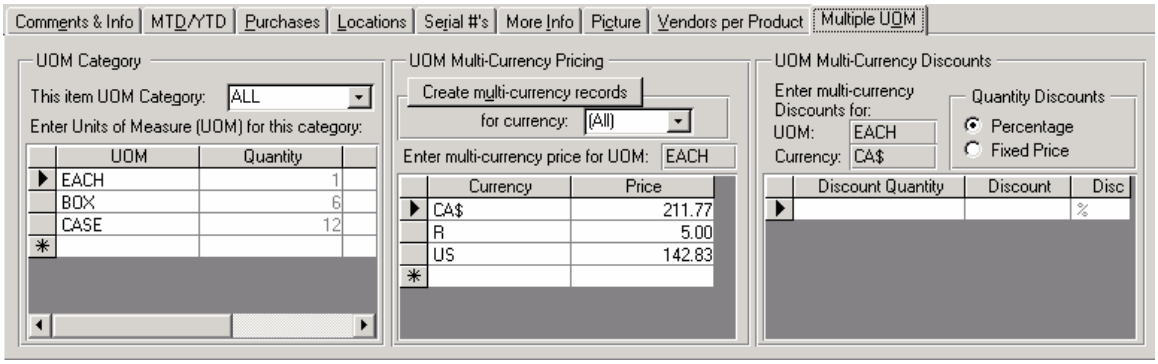
**Vendor Cost –** this is the price it costs to purchase this product from this vendor.

**Vendor UPC Code** – Enter the respective UPC Code for this Vendor

**Print on PO?** – Indicate whether you want the vendor's product code to print on the Vendor's PO's.

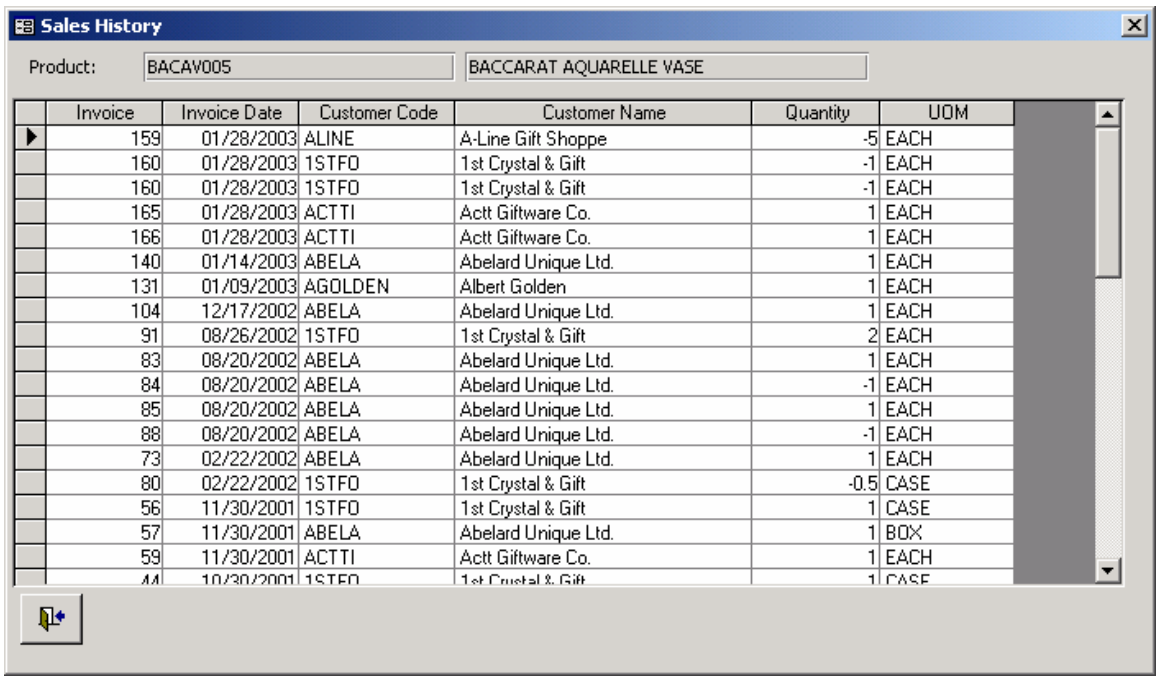
## 12.2.10 MULTIPLE UOM TAB

The following tab will appear if you are using Unit of Measure. See section 12.3 Unit of Measure for more information.



## 12.2.11 SALES HISTORY BUTTON

When you click on the 'Sales History' button, the following screen will appear:




| Invoice | Invoice Date | Customer Code | Customer Name | Quantity | UOM |
|---|---|---|---|---|---|
| 159 | 01/28/2003 | ALINE | A-Line Gift Shoppe | -5 | EACH |
| 160 | 01/28/2003 | 1STFO | 1st Crystal & Gift | -1 | EACH |
| 160 | 01/28/2003 | 1STFO | 1st Crystal & Gift | -1 | EACH |
| 165 | 01/28/2003 | ACTTI | Actt Giftware Co. | 1 | EACH |
| 166 | 01/28/2003 | ACTTI | Actt Giftware Co. | 1 | EACH |
| 140 | 01/14/2003 | ABELA | Abelard Unique Ltd. | 1 | EACH |
| 131 | 01/09/2003 | AGOLDEN | Albert Golden | 1 | EACH |
| 104 | 12/17/2002 | ABELA | Abelard Unique Ltd. | 1 | EACH |
| 91 | 08/26/2002 | 1STFO | 1st Crystal & Gift | 2 | EACH |
| 83 | 08/20/2002 | ABELA | Abelard Unique Ltd. | 1 | EACH |
| 84 | 08/20/2002 | ABELA | Abelard Unique Ltd. | -1 | EACH |
| 85 | 08/20/2002 | ABELA | Abelard Unique Ltd. | 1 | EACH |
| 88 | 08/20/2002 | ABELA | Abelard Unique Ltd. | -1 | EACH |
| 73 | 02/22/2002 | ABELA | Abelard Unique Ltd. | 1 | EACH |
| 80 | 02/22/2002 | 1STFO | 1st Crystal & Gift | -0.5 | CASE |
| 56 | 11/30/2001 | 1STFO | 1st Crystal & Gift | 1 | CASE |
| 57 | 11/30/2001 | ABELA | Abelard Unique Ltd. | 1 | BOX |
| 59 | 11/30/2001 | ACTTI | Actt Giftware Co. | 1 | EACH |
| 44 | 10/30/2001 | 1STFO | 1st Crystal & Gift | 1 | CASE |

This is the sales history for this product sorted by invoice number descending.

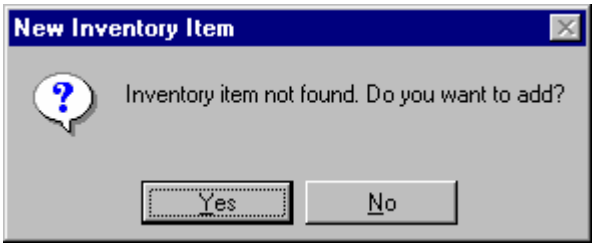
You may change the sorting by right clicking in the form and selecting the sort Ascending or sort descending options. Click in the column you want sorted.

## 12.2.12 ADDING A NEW INVENTORY RECORD

1. When the screen is first displayed, the cursor is in the Code field.

   If it is not, click the "New" button.

2. Enter a new Inventory Code (maximum 10 characters) and press <Enter>.
   The following screen will be displayed:

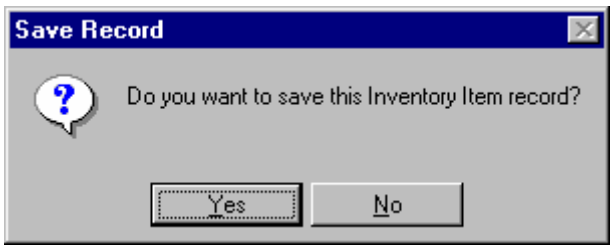



Because Blue Link Solutions uses this product code in a number of functions, remember to design your product code so that you can take the greatest advantage of the product code ranges used for printouts and range-based searches. For example, all products of a specific manufacturer might use the same first three letters so that they can all be located as a group; you might also group items that have associated parts with the same prefix.

3. After you enter the new product code, enter the rest of the appropriate fields.

   When you have entered the base price and indicate that you want to use a price matrix, you will have the opportunity to enter up to 9 fixed price levels (if you have a 0 or blank in the price matrix field). If, however you have a number from 1-999 in the price matrix field, you may specify up to 9 discount percentage levels.

4. When you are ready to save, click the "Save" button. The following screen will be displayed:




5. Click Yes to save the new inventory item; click No to cancel the request.

   You must answer **Yes** when asked if you want to save the record before the record will be permanently recorded in the customer file. The function will not allow you to save a record that does not have a customer code or class assigned to it.

## 12.2.13 CHANGING AN EXISTING INVENTORY RECORD

If you need to change details for an inventory item, find the existing inventory item.

1. Click the "New" button.

2. Select the Inventory Item from the drop down list You may lookup by Product Code or by Product Description.

3. Once the inventory item's record is displayed, you may change it.

4. Click the "Save" button; the following screen will be displayed:

5. Click Yes to save the customer record; click No to cancel the request.

## 12.2.14 DELETING AN EXISTING INVENTORY RECORD

When you delete a customer record, the **Outstanding Inv Amt** and **Outstanding Credit Amt** balance for the customer **must** show a $0.00 balance.

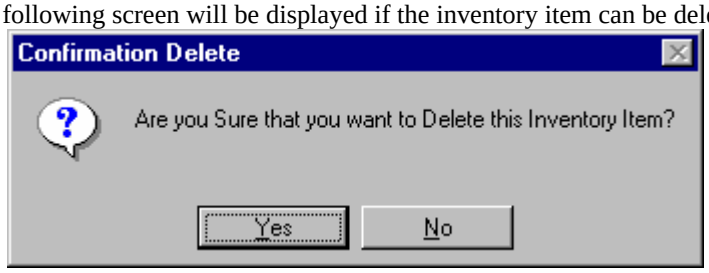
**ONCE IT IS DELETED, THE RECORD CANNOT BE RECOVERED**. You will have to re-enter the customer if it is deleted in error.

To delete an existing record:

1. Display the inventory item record by click the “New” button.

2. Click the “Delete” button.

The following screen will be displayed if the inventory item can be deleted:




3. Click Yes to delete the inventory item; click No to cancel the request.

You cannot delete an inventory item until it has a total value of zero. If you try to, the following message will be displayed:

# 12.3 Unit of Measure

This section will describe how Unit of Measure (UOM) works, and how to set it up.

## 12.3.1 CONFIGURING UNIT OF MEASURE

Before you begin, you will have entered in all of your inventory items into Blue Link Solutions. You will have also put in time preparing how you want Unit of Measure to work for you. This is an important step to follow before you begin with the configuration. Once you have set up unit of measure it is difficult to change the setup, so make sure you understand how it works before you begin with your live data.

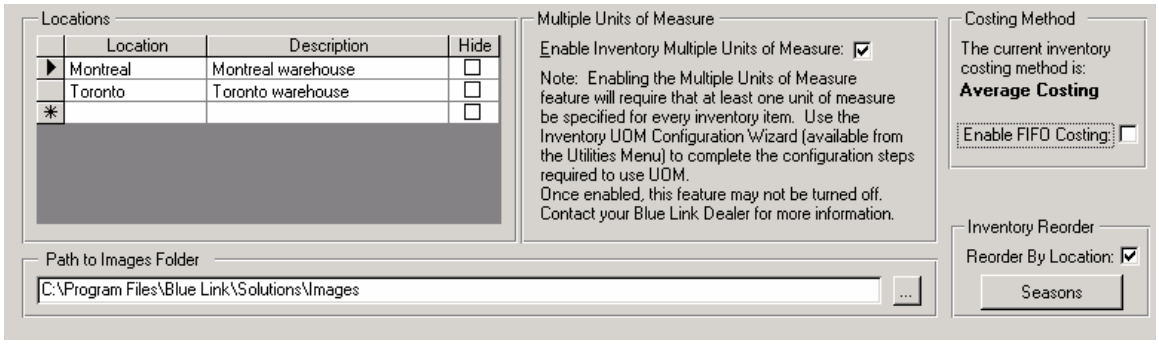
### *Configuration Steps*

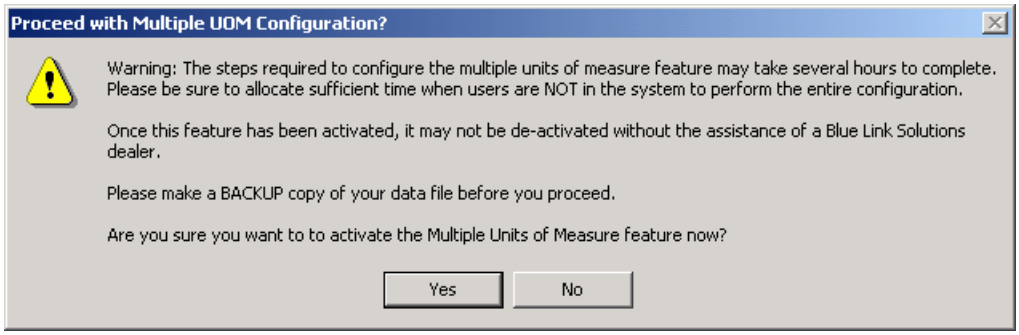
1. Manually think about how you are going to set up Unit of Measure in Blue Link Solutions. Map it out on a whiteboard or on paper and ensure that you have discussed with all possible parties involved.

2. Have your inventory setup in regular Blue Link Solutions.

3. Make a copy of your data file.

4. Go to **System Maintenance | System Master | Inventory Information** and enable the Multiple Unit of Measure feature.


Locations
Location
Description
Hide
Montreal
Montreal warehouse
Toronto
Toronto warehouse
Multiple Units of Measure
Enable Inventory Multiple Units of Measure:
Note: Enabling the Multiple Units of Measure feature will require that at least one unit of measure be specified for every inventory item. Use the Inventory UOM Configuration Wizard (available from the Utilities Menu) to complete the configuration steps required to use UOM.
Once enabled, this feature may not be turned off.
Contact your Blue Link Dealer for more information.
Costing Method
The current inventory costing method is:
Average Costing
Enable FIFO Costing:
Inventory Reorder
Reorder By Location:
Seasons
Path to Images Folder
C:\Program Files\Blue Link\Solutions\Images


Proceed with Multiple UOM Configuration?
Warning: The steps required to configure the multiple units of measure feature may take several hours to complete. Please be sure to allocate sufficient time when users are NOT in the system to perform the entire configuration.
Once this feature has been activated, it may not be de-activated without the assistance of a Blue Link Solutions dealer.
Please make a BACKUP copy of your data file before you proceed.
Are you sure you want to to activate the Multiple Units of Measure feature now?
Yes
No

| Note: | By enabling Unit of Measure, you must use unit of measure for all of your inventory items. You may use a UOM of one for items where this does not apply. |
|---|---|

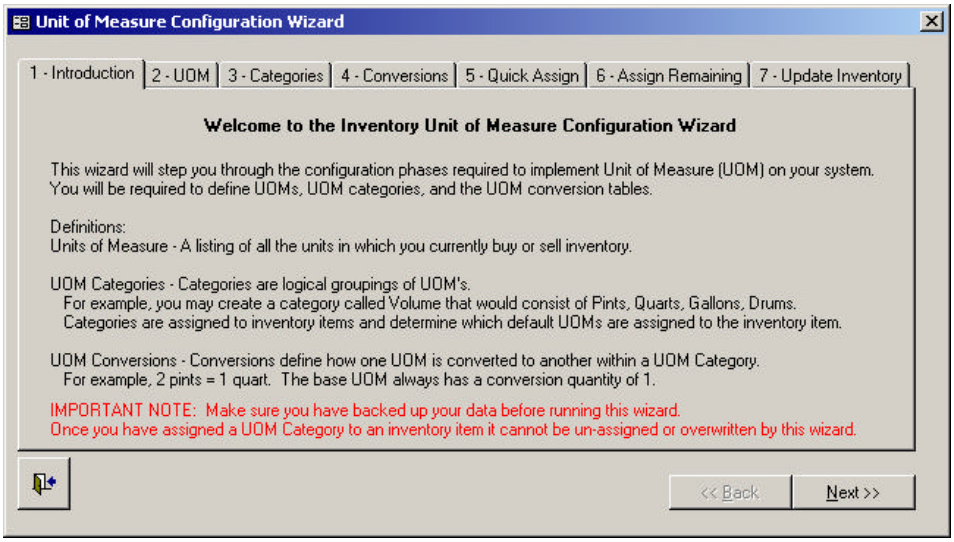
5. You will now notice that the Various UOM tabs and fields will appear. Most notably the Inventory Multiple UOM tab in **System Master Lists**, as well as the Multiple UOM tab in **Enter / Change Inventory Item**.

## *Unit of Measure Configuration Wizard*

Found under **Utilities | Unit of Measure Configuration Wizard**, the wizard gives you step by step instruction to set up UOM for the first time. After you have setup UOM for the first time for use, you can append to the information by adding to the Inventory Multiple UOM tab in **System Master Lists.**

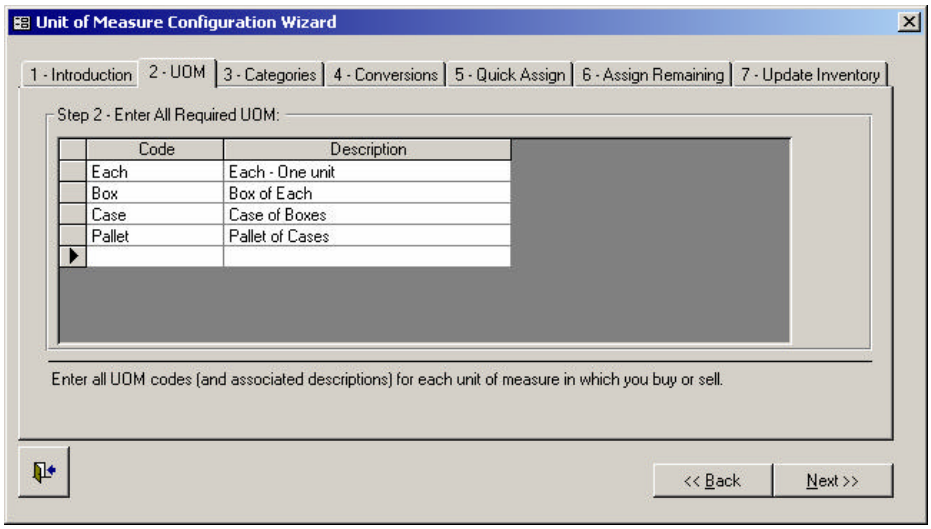
The following example will relate to a distributor of office products.

**1 – Introduction**
As you begin the wizard, you are greeted with an introduction page. It gives some examples of how to set up the units of measure.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Welcome to the Inventory Unit of Measure Configuration Wizard
This wizard will step you through the configuration phases required to implement Unit of Measure (UOM) on your system.
You will be required to define UOMs, UOM categories, and the UOM conversion tables.
Definitions:
Units of Measure - A listing of all the units in which you currently buy or sell inventory.
UOM Categories - Categories are logical groupings of UOM's.
For example, you may create a category called Volume that would consist of Pints, Quarts, Gallons, Drums.
Categories are assigned to inventory items and determine which default UOMs are assigned to the inventory item.
UOM Conversions - Conversions define how one UOM is converted to another within a UOM Category.
For example, 2 pints = 1 quart. The base UOM always has a conversion quantity of 1.
IMPORTANT NOTE: Make sure you have backed up your data before running this wizard.
Once you have assigned a UOM Category to an inventory item it cannot be un-assigned or overwritten by this wizard.
<< Back
Next >>

**2 – UOM**
Here you will enter all of the units of measure that you need to be stored. These will include what you will use for purchasing and for selling. In this example, this office products distribution company uses the following:

- Each
- Box
- Case
- Pallet



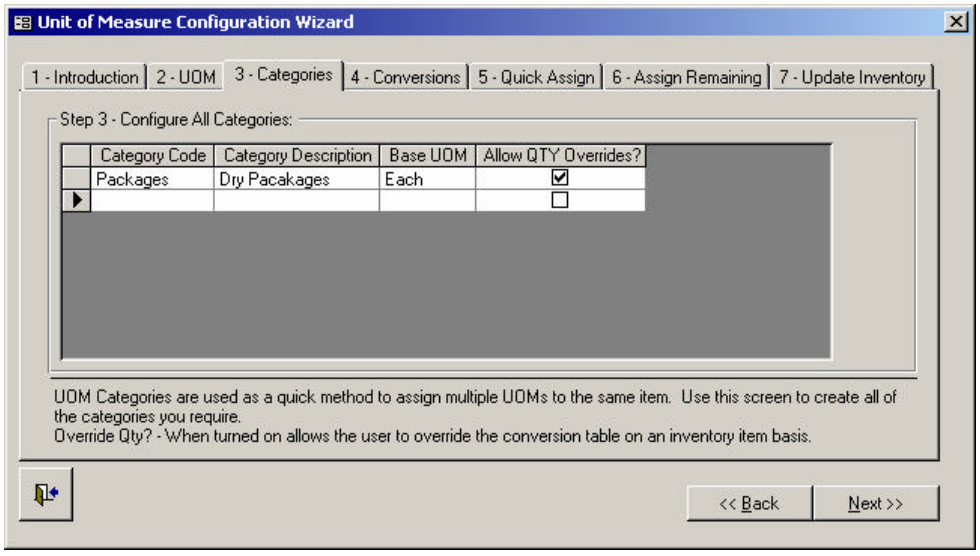

**Code** – (10 characters, Text). This will be your primary reference to the unit of measure.

**Description** – (30 characters Text). The description may give more information on the code, if applicable.

**3 - Category**

The third step is where you categorize all of your Units of Measure. All of the UOM's entered in the above example could be related to a category of Packages. If this company also distributed a liquid product, they may also have UOM's of Pints, Quarts, Gallons, and Drums, which could fall under a category of Volume.

Categories are used as a quick method of assigning all of the units of measure to a product.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Step 3 - Configure All Categories:
Category Code
Category Description
Base UOM
Allow QTY Overrides?
Packages
Dry Pacakages
Each
UOM Categories are used as a quick method to assign multiple UOMs to the same item. Use this screen to create all of the categories you require.
Override Qty? - When turned on allows the user to override the conversion table on an inventory item basis.
<< Back
Next >>

**Category Code –** (10 characters, text) – this code will be your primary reference to the category.

**Category Description** – (30 characters, text) – this is a description of the category.

**Base UOM –** this is the base unit of measure for this category. This is how Blue Link Solutions will store the quantity on hand for inventory items belonging to this quantity.

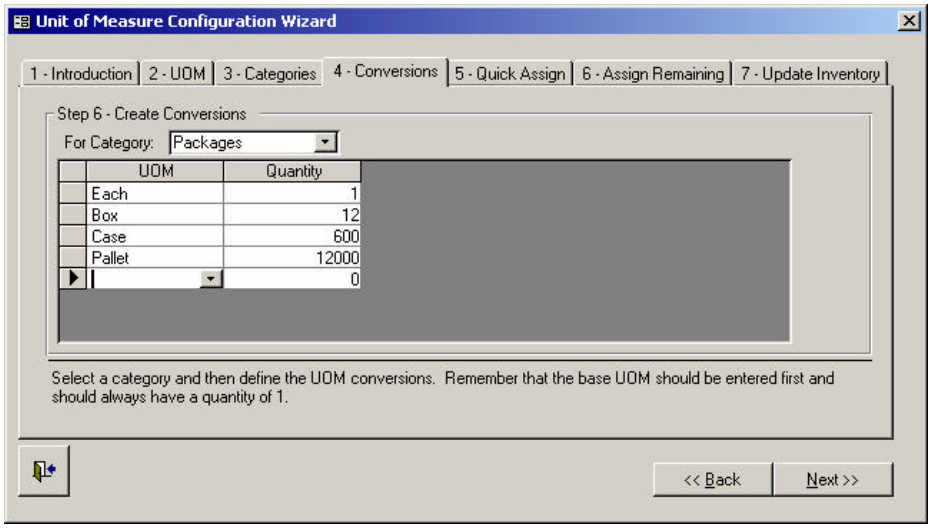
| Note: | The base UOM does not have to be the lowest unit of measure. It can be the highest unit of measure or even in the middle. |
|---|---|

In the above example, "Each" will be the base UOM.

**Allow Quantity Overrides? –** in step 4 you assign the ratio of each unit of measure in relation to each other for each category. If this box is checked, it means that you want to be able to override this ratio on an inventory item basis.

For Example, perhaps for 80% of your items there are 12 units in a box. But for the other 20% there are 10 units per box. Checking this box will allow you to change the ratio for those other items in **Enter / Change Inventory Item.**

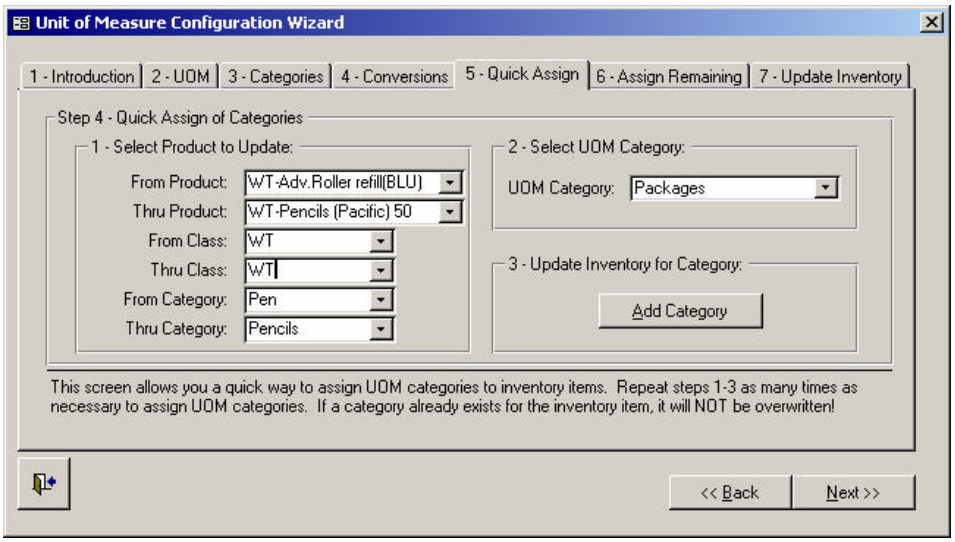
**4 - Conversions**
This step is where you set up the relation of each unit of measure to each other.




In the above example the quantity figures were arrived at in the following manor:

- Each - this is the base unit of measure and therefore receives a quantity of one. For example this may be a pen.
- Box – there are 12 pens contained in the box.
- Case – there are 50 boxes contained in the case (50 x 12 = 600)
- Pallet – 20 cases fit onto one pallet (600 x 20). Therefore there are 12,000 pens on one pallet.

**5 – Quick Assign**
At this stage you will then decide which inventory items you want to assign the various categories to. You may repeat steps 1 through 3 as often as you would like, but you can only assign a category to an inventory item once.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Step 4 - Quick Assign of Categories
1 - Select Product to Update:
From Product:
WT-Adv.Roller refill(BLU)
Thru Product:
WT-Pencils (Pacific) 50
From Class:
WT
Thru Class:
WT
From Category:
Pen
Thru Category:
Pencils
2 - Select UOM Category:
UOM Category:
Packages
3 - Update Inventory for Category:
Add Category
This screen allows you a quick way to assign UOM categories to inventory items. Repeat steps 1-3 as many times as necessary to assign UOM categories. If a category already exists for the inventory item, it will NOT be overwritten!
<< Back
Next >>

1. Select the products to update – you may select from a product range, class range or inventory category range. In this example, all of the pens and pencils are being assigned the Packages category.

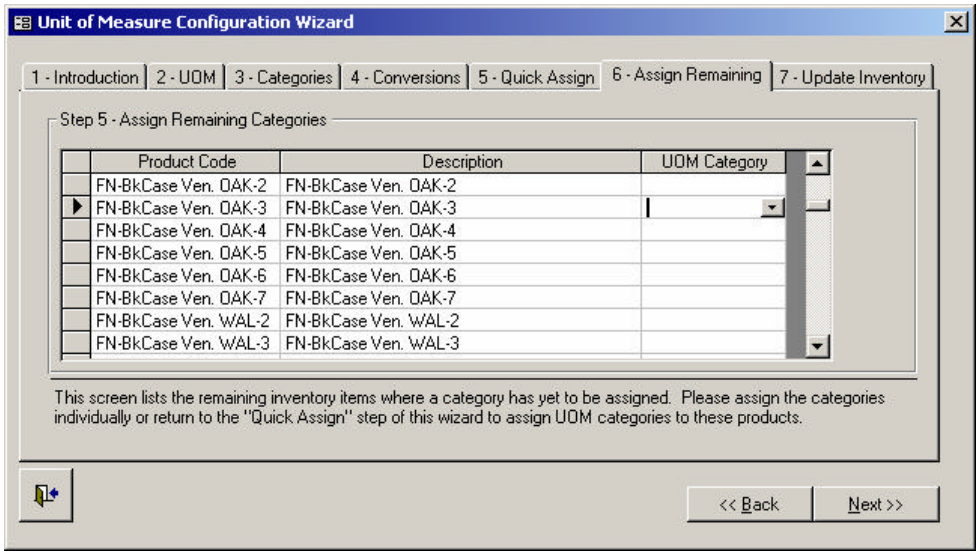
2. Select the UOM Category you wish to assign to these items. Packages will be assigned in this update.

3. Update inventory for the item range and category selected.

You may repeat this step to update the remaining items with unit of measure.

**6 – Assign Remaining**

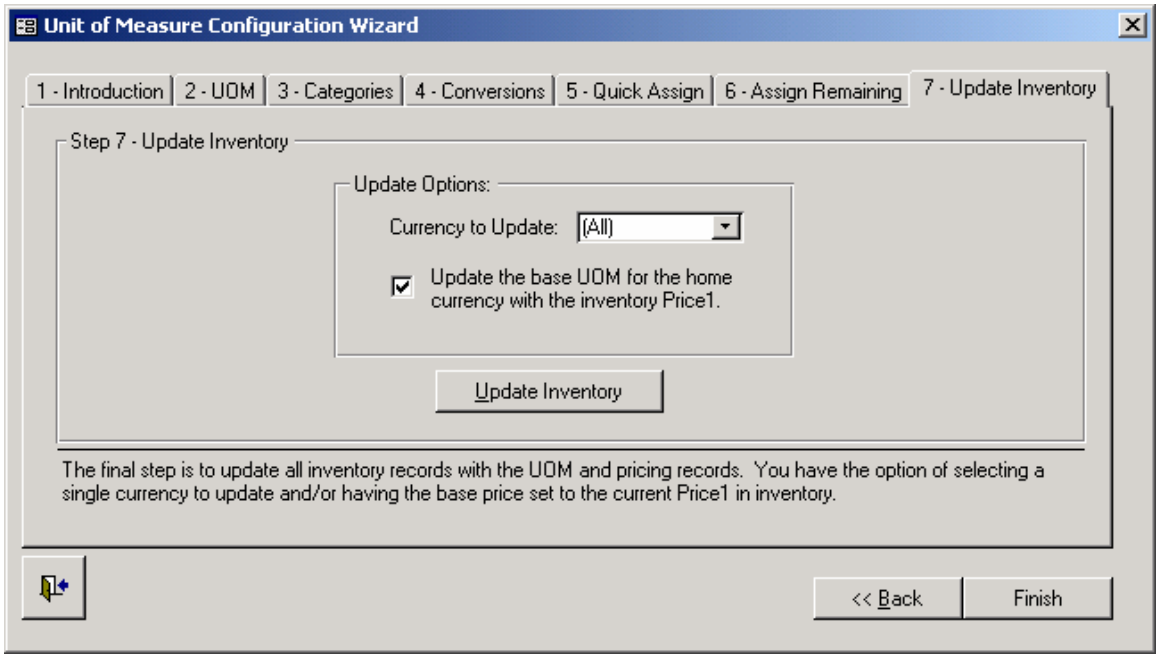
This step allows you to assign the remaining inventory items to the categories setup in the previous steps. This is designed for "one off" items which did not fall in the range. Assign the category to each remaining item.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Step 5 - Assign Remaining Categories
Product Code
Description
UOM Category
FN-BkCase Ven. OAK-2
FN-BkCase Ven. OAK-3
FN-BkCase Ven. OAK-4
FN-BkCase Ven. OAK-5
FN-BkCase Ven. OAK-6
FN-BkCase Ven. OAK-7
FN-BkCase Ven. WAL-2
FN-BkCase Ven. WAL-3
This screen lists the remaining inventory items where a category has yet to be assigned. Please assign the categories individually or return to the "Quick Assign" step of this wizard to assign UOM categories to these products.
<< Back
Next >>

**7 – Update Inventory**

The final step is to update all inventory records with the assigned UOM and pricing records. You may

select to update all currencies, or specify a specific currency to update only.


Unit of Measure Configuration Wizard
1 - Introduction
2 - UOM
3 - Categories
4 - Conversions
5 - Quick Assign
6 - Assign Remaining
7 - Update Inventory
Step 7 - Update Inventory
Update Options:
Currency to Update:
(All)
Update the base UOM for the home currency with the inventory Price1.
Update Inventory
The final step is to update all inventory records with the UOM and pricing records. You have the option of selecting a single currency to update and/or having the base price set to the current Price1 in inventory.
<< Back
Finish

*Update the base UOM for the home currency with the inventory price 1* – if this is checked then the price 1 for each inventory item will become the base price for the home currency. You will not check this, if you were using Blue Link Solutions before, and you manually had a different base unit of measure.

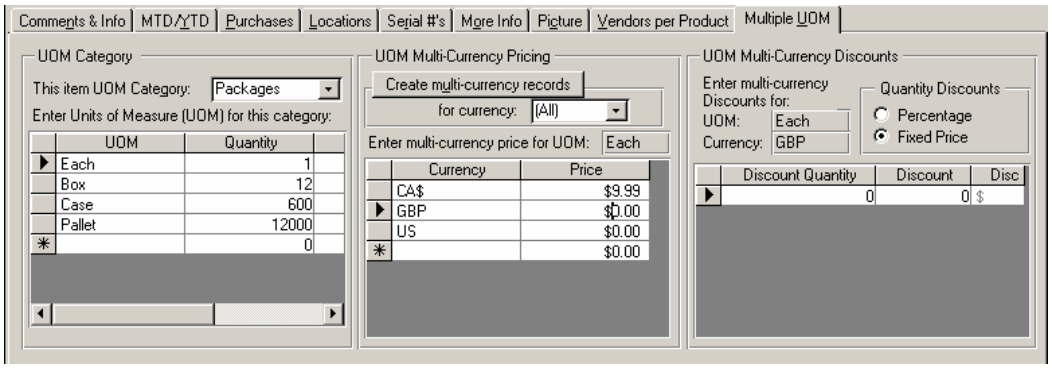
| Note: | Once you begin to use the Unit of Measure feature the Price and Quantity breaks set up in Enter / Change Inventory Item is disabled. |
|---|---|

## 12.3.2 INVENTORY

Once the initial configuration has been completed you will go back to **Enter / Change Inventory Item | Multiple UOM** tab.

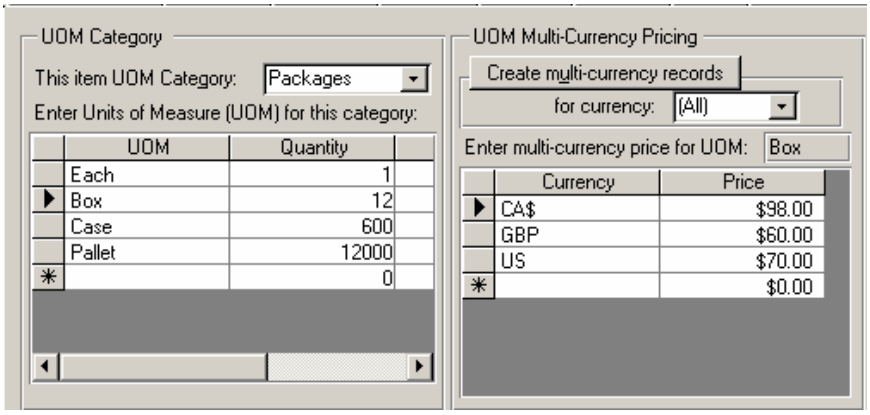
The following has been configured for this inventory item:

- Under UOM category, the category and the UOM's belonging to that category have been populated
- All of the currencies have been added for this company
- Price 1 for the base unit of measure (Each) has price 1 ($9.99) as this company's home currency price
- The original price and quantity breaks have been disabled




## *To be Configured*

**UOM Multi-Currency Pricing**
The only price which has been configured is that of the base unit of measure for the home currency. Each UOM and its respective price list per currency may be filled in.




To update the price list, first place your cursor in the UOM of choice (Box) and then update the price list.

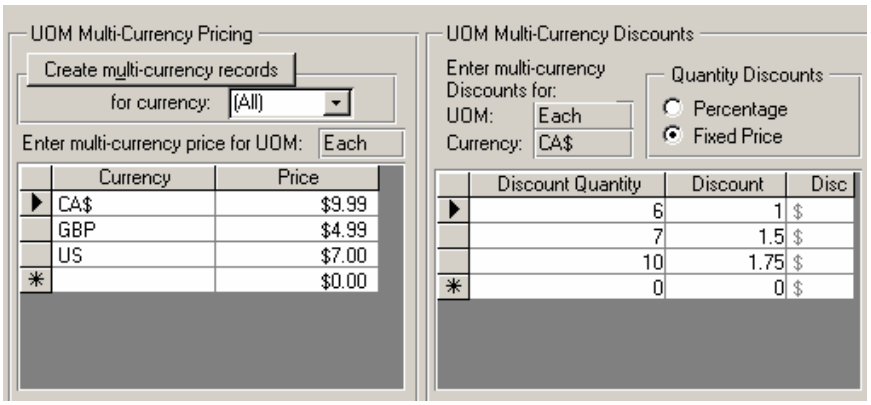
Repeat for the rest of the unit of measures.

**UOM Multi-Currency Discounts**
For each currency, from each UOM, you may enter in unlimited price and quantity breaks.

For this example:

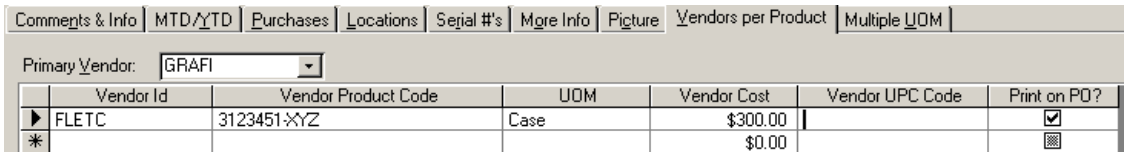
- The UOM is Each
- The price is CA$
- And the quantity discounts are as follows:
  - $1.00 for a quantity of 6
  - $1.50 for a quantity of 7
  - $1.75 for a quantity of 10

- The discounts can be either
  - Dollar discount
  - Percentage discount



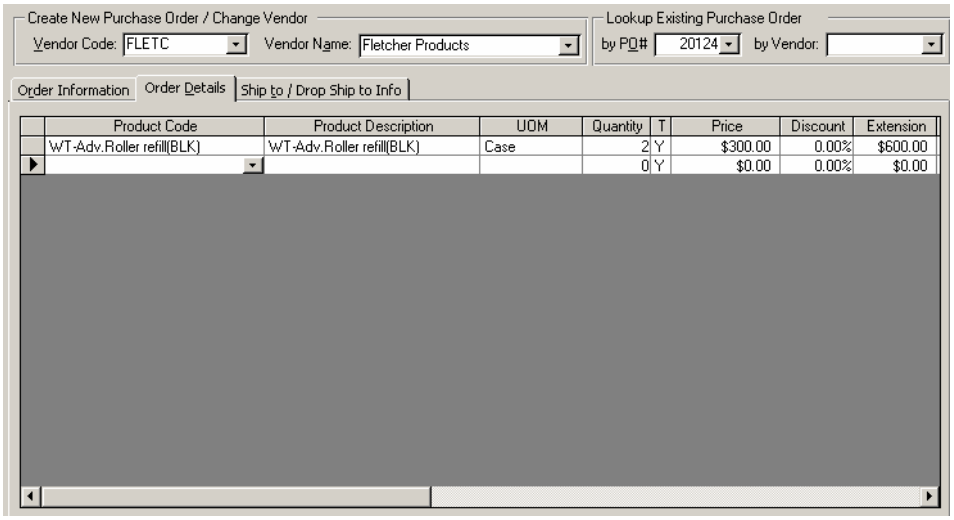

**Vendors per Product**
If applicable, you may now want to set up the vendors price list for this product on the vendors per product tab.

In this example, the company purchases from FLETC, in a UOM of Case, at a cost of $300.00 per case.

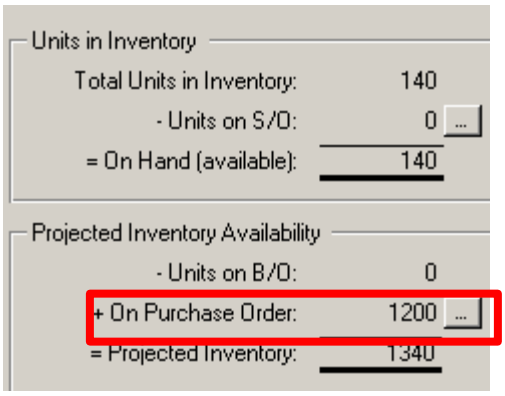



## 12.3.3 PURCHASE ORDER

Next, this company will purchase two cases of these pens from FLETC.

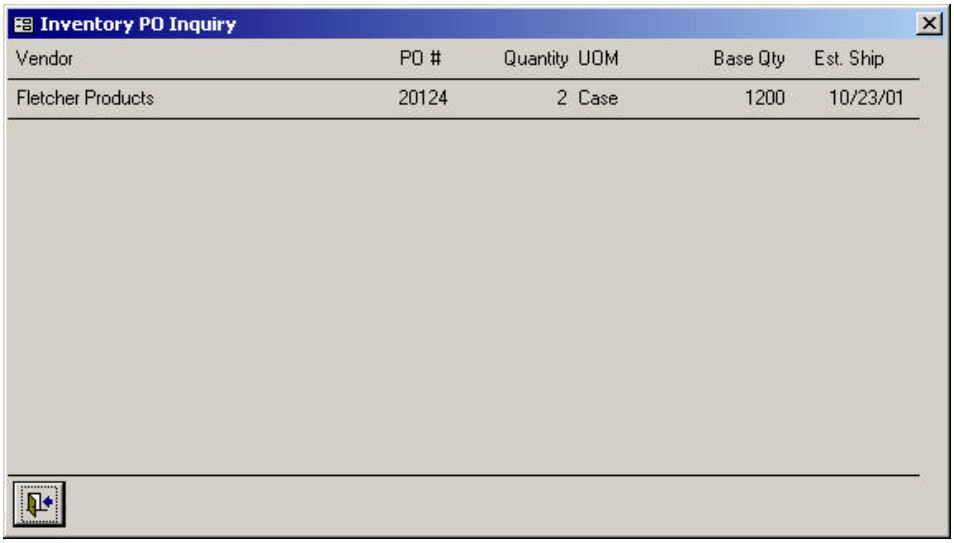



If you check the inventory on order you will see the following:


Units in Inventory
Total Units in Inventory: 140
- Units on S/O: 0
= On Hand (available): 140
Projected Inventory Availability
- Units on B/O: 0
+ On Purchase Order: 1200
= Projected Inventory: 1340

The amount on Purchase Order equals 1200. Blue link Solutions stores inventory in the base unit, and therefore this equals the 600 pens which are in each case.

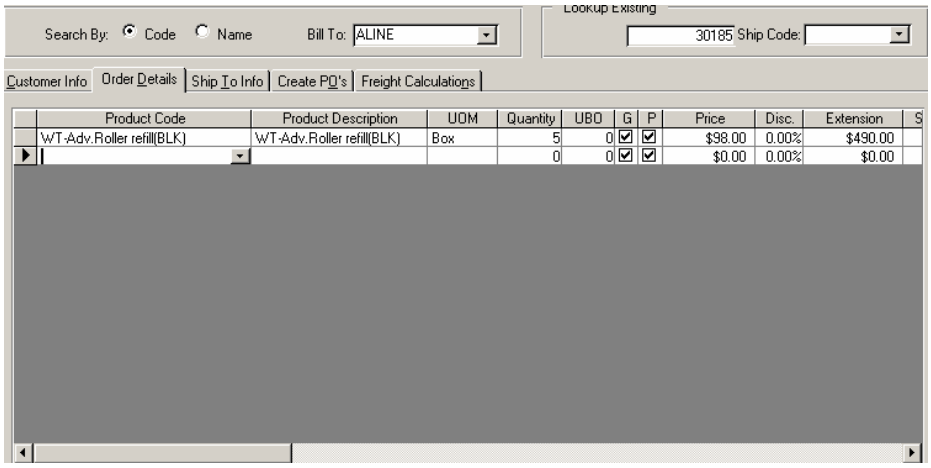
If you click for more detail you will see that 2 cases or 1200 units are on the P.O.



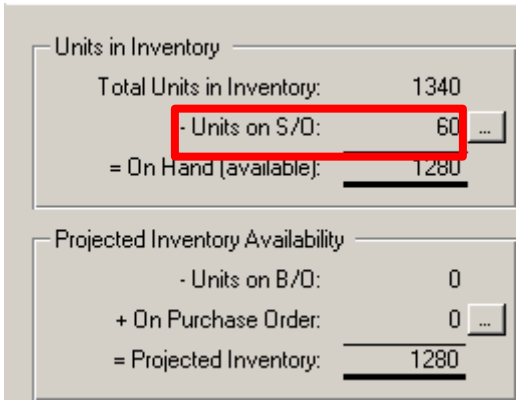

Once this P.O. is received this company will have an extra 1200 units.

### 12.3.4 SALES ORDER

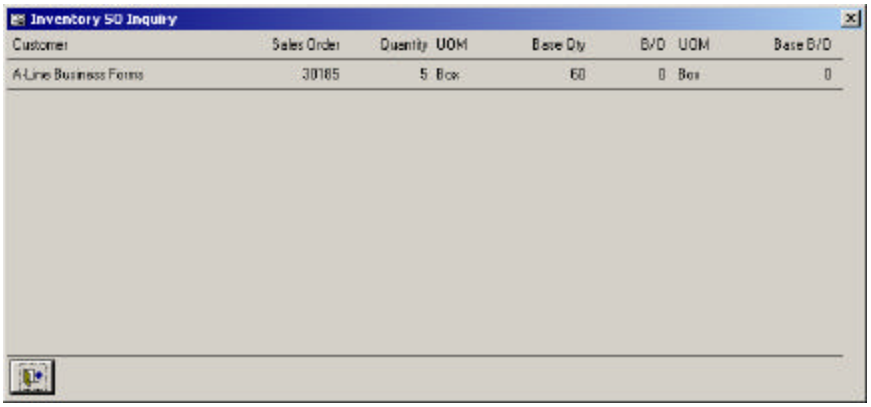
A customer requests 5 boxes from this company. A sales order is created with the following details:




Notice if you checked the units on sales order you would receive the following:


Units in Inventory
Total Units in Inventory: 1340
- Units on S/O: 60
= On Hand (available): 1280
Projected Inventory Availability
- Units on B/O: 0
+ On Purchase Order: 0
= Projected Inventory: 1280

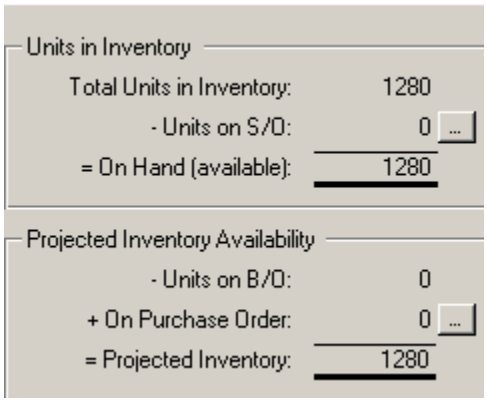
Clicking to get more detail reveals the following screen:




Notice that 5 boxes are on the sales order which translates to 60 in the base quantity.

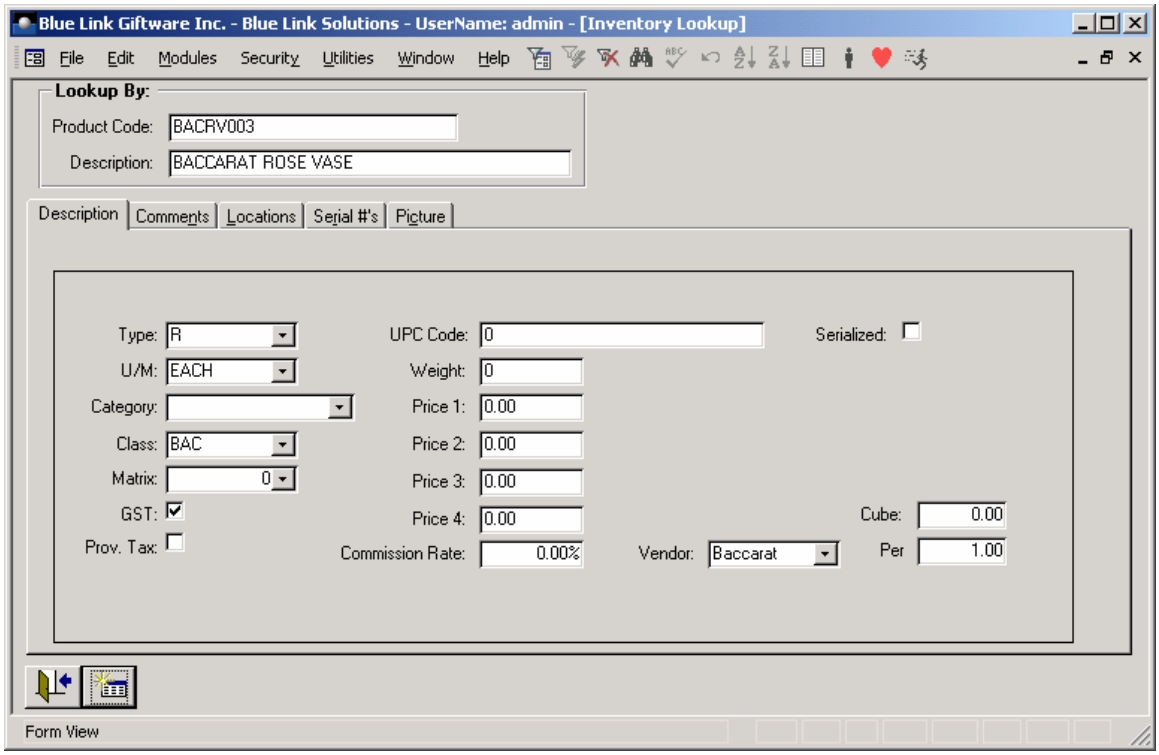
After this transaction is posted there are 1280 base units left in inventory. This consists of:

- 140 beginning inventory
- add 1200 purchased (600 per case x 2 cases)
- less 60 sold (12 per box x 5 boxes)
- is 1280 units


Units in Inventory
Total Units in Inventory: 1280
- Units on S/O: 0 ...
= On Hand (available): 1280
Projected Inventory Availability
- Units on B/O: 0
+ On Purchase Order: 0 ...
= Projected Inventory: 1280

# 12.4 Inventory Lookup (without costs)

The Inventory Lookup function allows users without full access to the inventory module to be able to look up quantities and description of inventory items without allowing them to change any of the information presented.

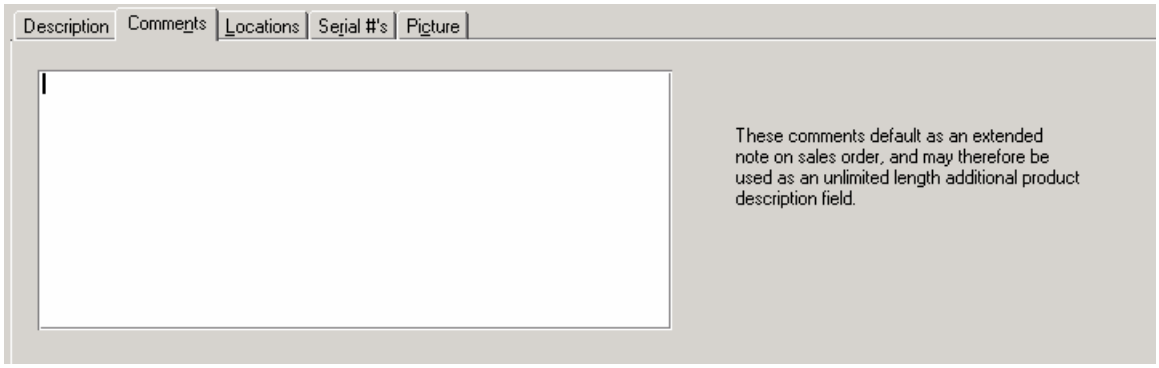



The tabs on this screen are based on the information entered in the **Enter / Change Inventory Item** screen.

**Description Tab**
See Section 12.2 for information on these fields.

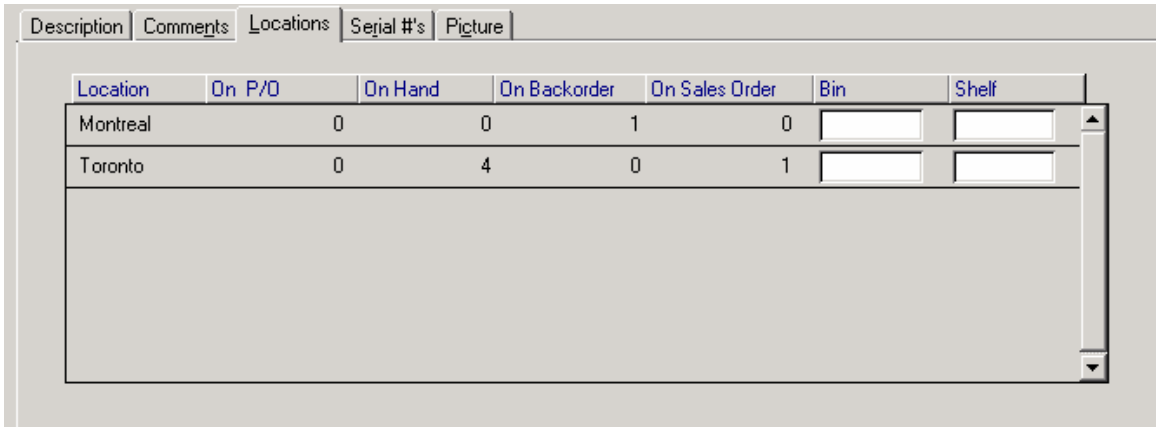
**Comments Tab**

See Section 12.2.1 for information on this field.


Description
Comments
Locations
Serial #'s
Picture
These comments default as an extended note on sales order, and may therefore be used as an unlimited length additional product description field.

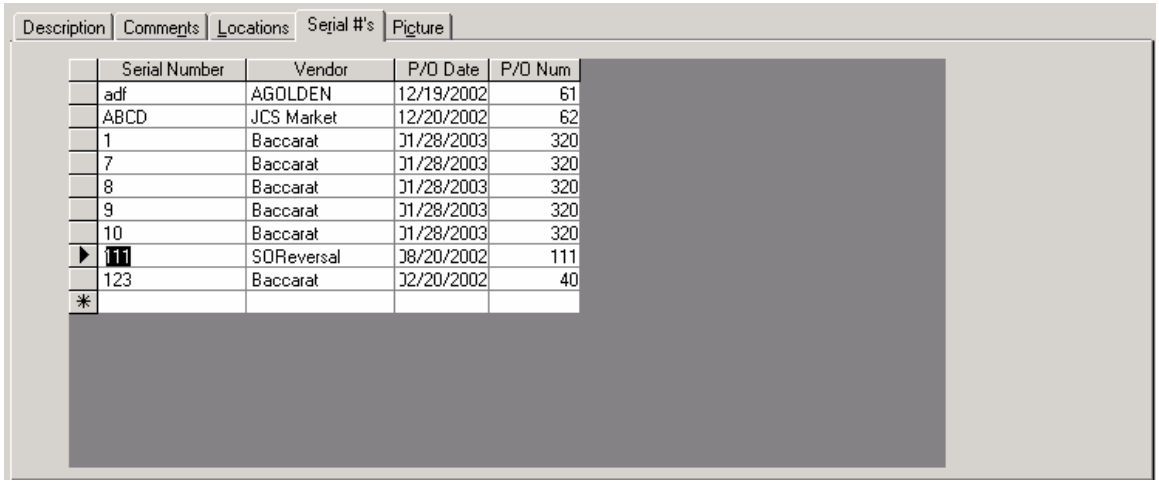
**Locations Tab**

See Section 12.2.4 for information on these fields.

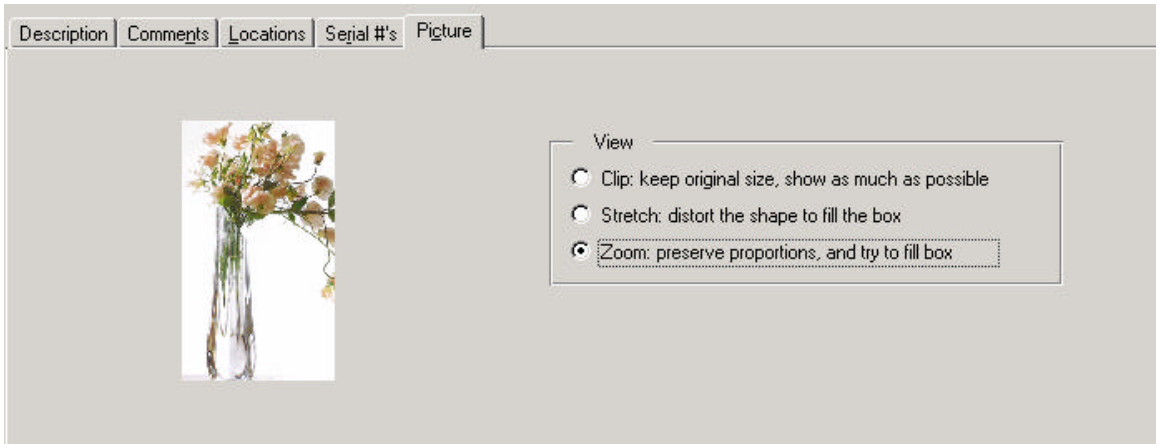



**Serial #'s Tab**

See Section 12.2.5 for information on these fields.

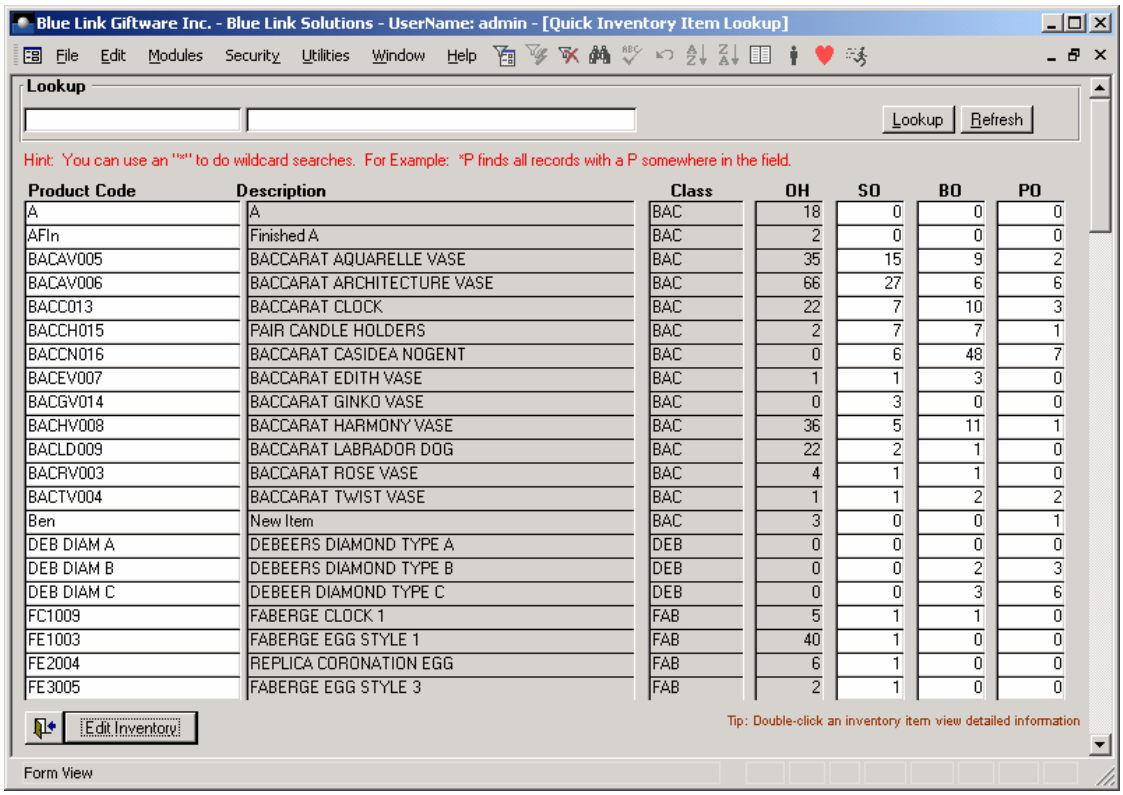


**Picture Tab**
See Section 12.1.8 for more information.



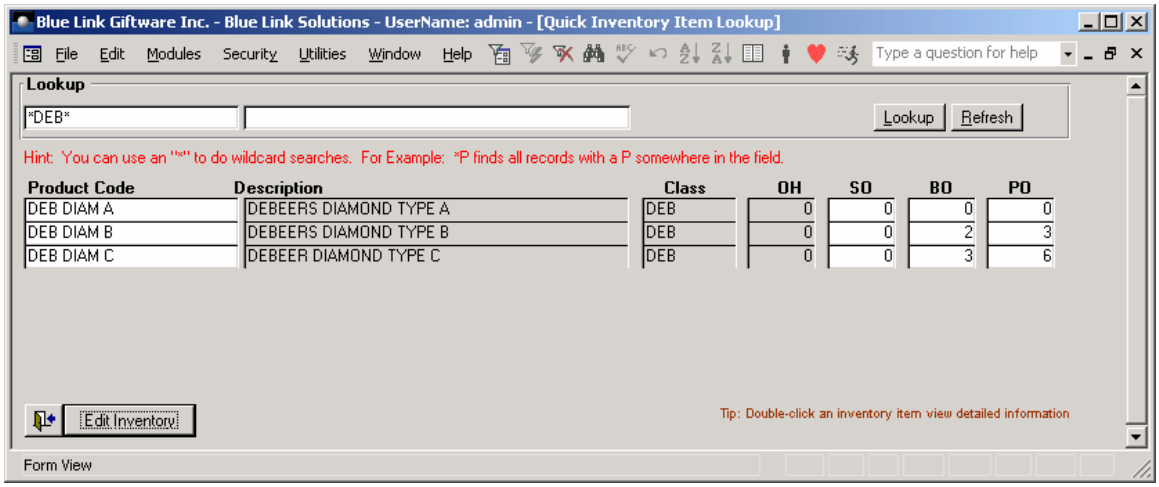
# 12.5 Quick Inventory Lookup

Use the quick inventory lookup feature to quickly find an inventory item and view on hand (OH), on sales order (SO), on back order (BO) and on purchase order (PO) quantities.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Quick Inventory Item Lookup]
File Edit Modules Security Utilities Window Help
Lookup
Lookup Refresh
Hint: You can use an "*" to do wildcard searches. For Example: *P finds all records with a P somewhere in the field.
Edit Inventory
Tip: Double-click an inventory item view detailed information
Form View

| Product Code | Description | Class | OH | SO | BO | PO |
|---|---|---|---|---|---|---|
| A | A | BAC | 18 | 0 | 0 | 0 |
| AFIn | Finished A | BAC | 2 | 0 | 0 | 0 |
| BACAV005 | BACCARAT AQUARELLE VASE | BAC | 35 | 15 | 9 | 2 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | BAC | 66 | 27 | 6 | 6 |
| BACC013 | BACCARAT CLOCK | BAC | 22 | 7 | 10 | 3 |
| BACCH015 | PAIR CANDLE HOLDERS | BAC | 2 | 7 | 7 | 1 |
| BACCN016 | BACCARAT CASIDEA NOGENT | BAC | 0 | 6 | 48 | 7 |
| BACEV007 | BACCARAT EDITH VASE | BAC | 1 | 1 | 3 | 0 |
| BACGV014 | BACCARAT GINKO VASE | BAC | 0 | 3 | 0 | 0 |
| BACHV008 | BACCARAT HARMONY VASE | BAC | 36 | 5 | 11 | 1 |
| BACLD009 | BACCARAT LABRADOR DOG | BAC | 22 | 2 | 1 | 0 |
| BACRV003 | BACCARAT ROSE VASE | BAC | 4 | 1 | 1 | 0 |
| BACTV004 | BACCARAT TWIST VASE | BAC | 1 | 1 | 2 | 2 |
| Ben | New Item | BAC | 3 | 0 | 0 | 1 |
| DEB DIAM A | DEBEERS DIAMOND TYPE A | DEB | 0 | 0 | 0 | 0 |
| DEB DIAM B | DEBEERS DIAMOND TYPE B | DEB | 0 | 0 | 2 | 3 |
| DEB DIAM C | DEBEER DIAMOND TYPE C | DEB | 0 | 0 | 3 | 6 |
| FC1009 | FABERGE CLOCK 1 | FAB | 5 | 1 | 1 | 0 |
| FE1003 | FABERGE EGG STYLE 1 | FAB | 40 | 1 | 0 | 0 |
| FE2004 | REPLICA CORONATION EGG | FAB | 6 | 1 | 0 | 0 |
| FE3005 | FABERGE EGG STYLE 3 | FAB | 2 | 1 | 0 | 0 |

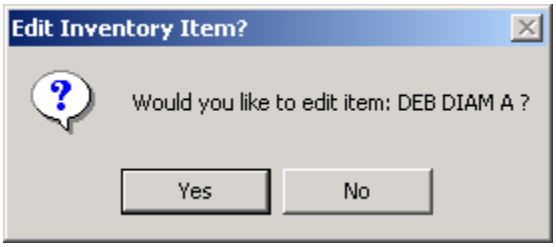
Tip: To find an item where you only know part of the code, add the "*" wildcard before, after or both before and after the description you're searching for. E.g. *DEB* would show all product codes including the word Debeers:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Quick Inventory Item Lookup]
File Edit Modules Security Utilities Window Help
Type a question for help
Lookup
*DEB*
Lookup Refresh
Hint: You can use an "*" to do wildcard searches. For Example: *P finds all records with a P somewhere in the field.
Edit Inventory
Tip: Double-click an inventory item view detailed information
Form View

| Product Code | Description | Class | OH | SO | BO | PO |
|---|---|---|---|---|---|---|
| DEB DIAM A | DEBEERS DIAMOND TYPE A | DEB | 0 | 0 | 0 | 0 |
| DEB DIAM B | DEBEERS DIAMOND TYPE B | DEB | 0 | 0 | 2 | 3 |
| DEB DIAM C | DEBEER DIAMOND TYPE C | DEB | 0 | 0 | 3 | 6 |

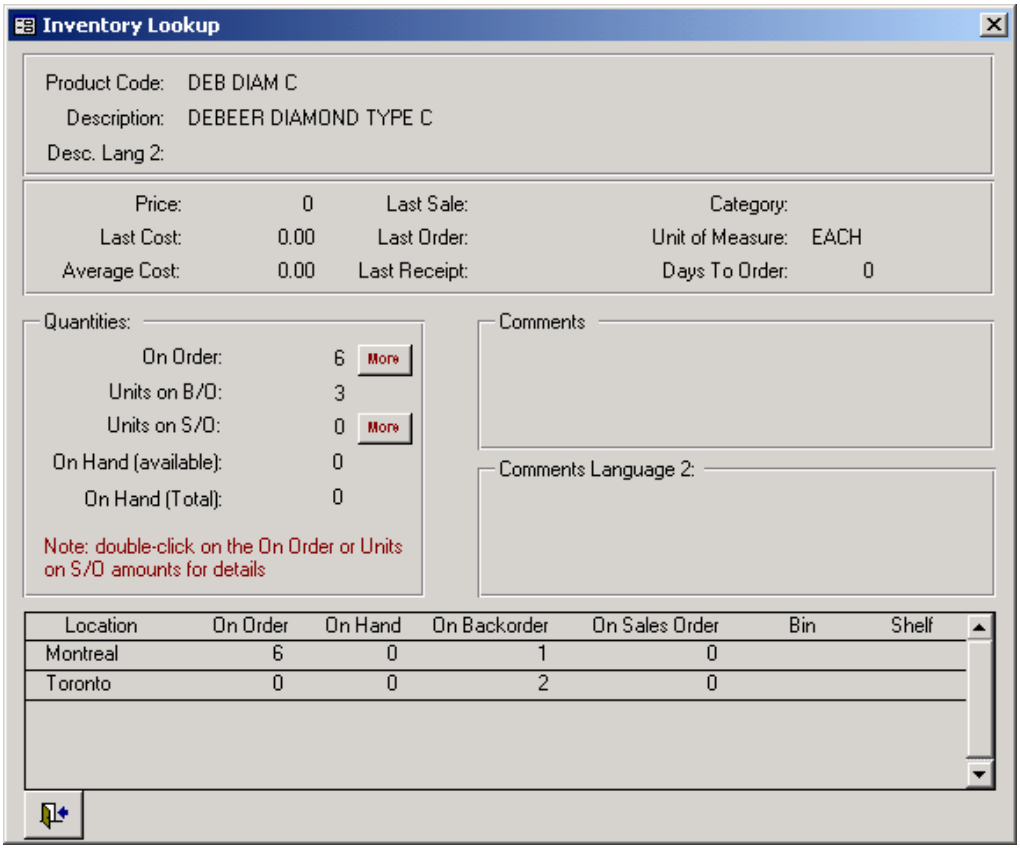
**Edit Inventory**
After placing the cursor on a particular item you may get additional information by selecting this button. –

instead of => If you have your cursor on a particular item you may get information by selecting this button.

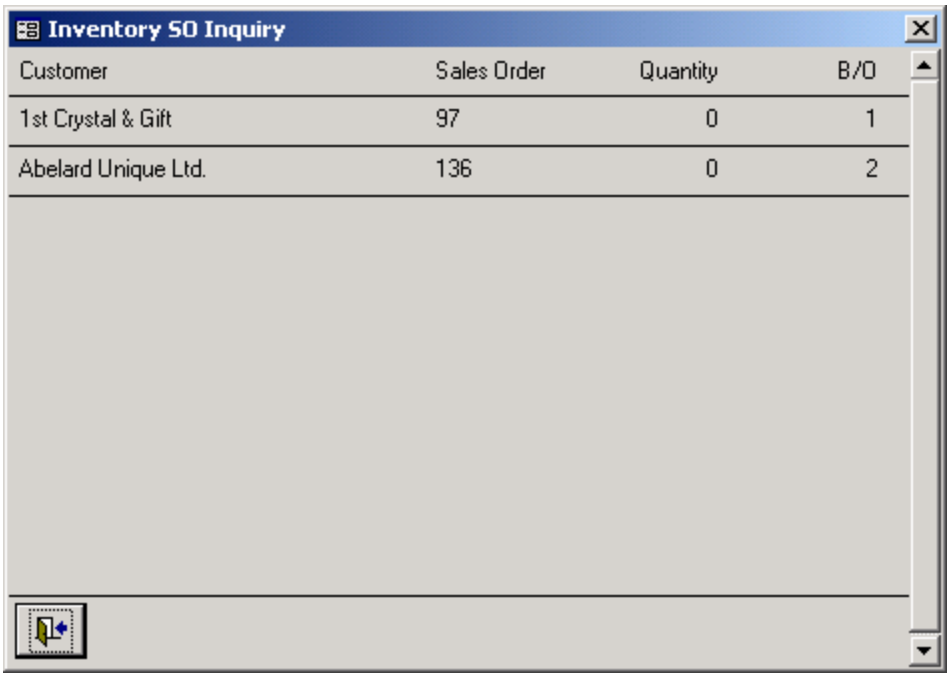



You will be transferred to Enter / Change Inventory Items.

**Double Click**
You may also double click on the white fields to get more information. If you double click on the Product Code you will receive the More About Inventory form.

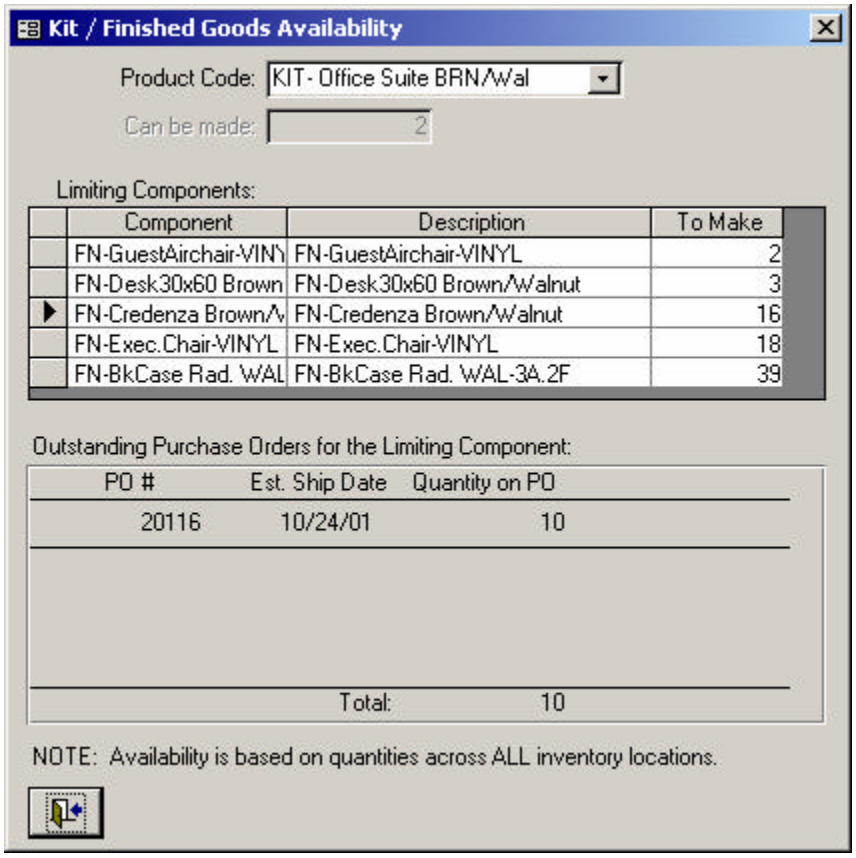



If you double click on one of the numbers you will receive detailed information about that number.


Inventory SO Inquiry
Customer
Sales Order
Quantity
B/O
1st Crystal & Gift
97
0
1
Abelard Unique Ltd.
136
0
2

# 12.6Kit Availability Lookup

Use the kit availability lookup to quickly identify if you have everything you need to sell a particular kit.




**Kit**
Select the kit from the pick list (only kit items are shown).

**Can be Made**
The Can be Made field shows you how many kits can be made/sold given the inventory of other items on hand.

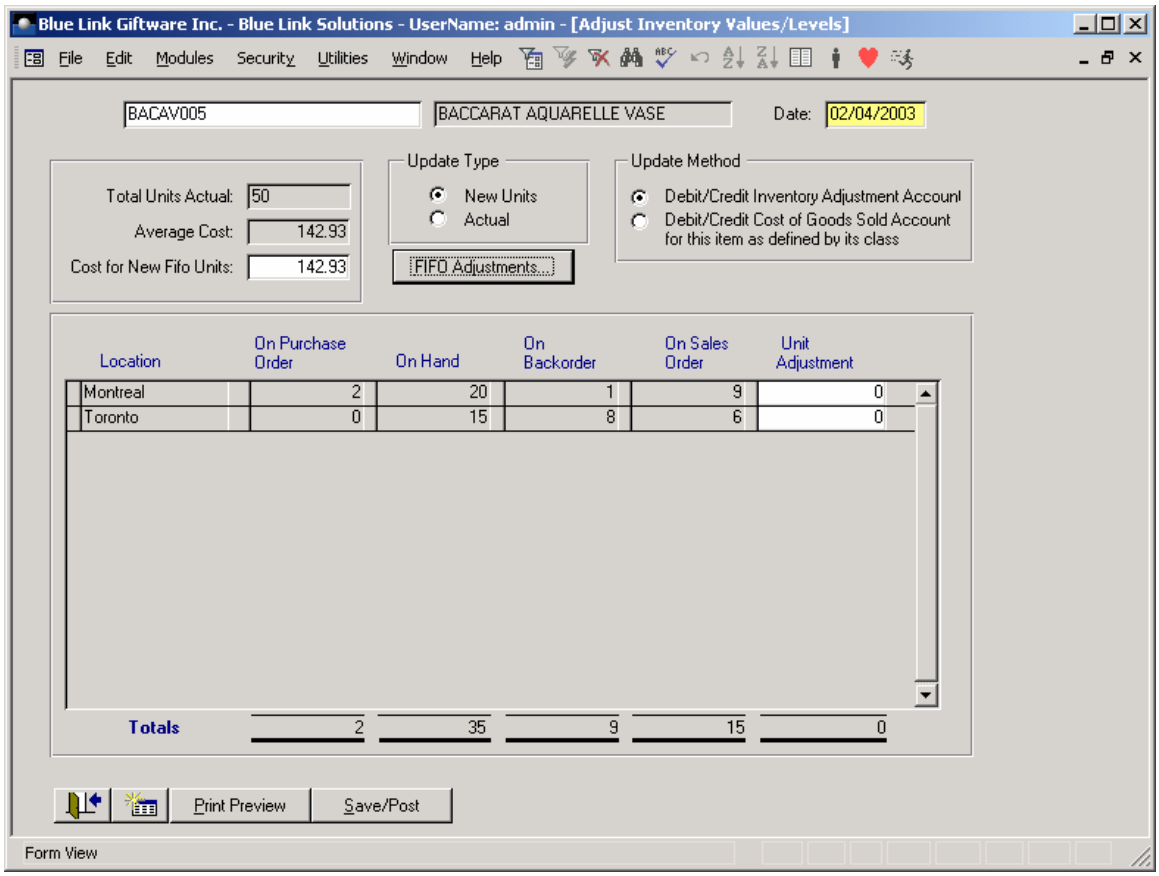
**Limiting Components**
The Limiting Component field shows you all of the limiting items it identified as preventing the sale of additional kits. By clicking one of the components you will see if there are any outstanding purchase orders for that product.

# 12.7 Adjust Inventory Values/Levels

Use this function to adjust the units on hand or cost per unit for an item and automatically update G/L Asset and Expense accounts with these adjustments.

One typical use of the function is to decrease the amounts on hand due to loss, theft, or spoilage.

**Note:** You may not adjust the total units or value for a Non-Inventory (**N**) type product.




**Lookup**
The item code being adjusted. You may also lookup by the item description.

**Date**
The transaction date of the adjustment, defaulted to the current date. Any adjusting entries posted to the General Ledger will be posted as of this date.

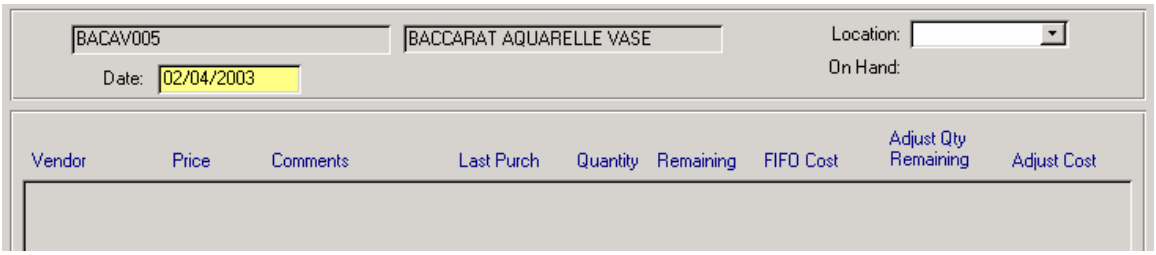
**Total Units Actual**
When the record for this inventory item is first displayed, this is the same number as Total Units on Hand; if the Actual Units number is changed in the lower half of the screen, this field will update the change in the total.

**Average Cost**
The amount displayed is the Average Cost per Unit for the inventory record. This amount is based on the average cost calculated from purchase orders received or from the previous time this function was used to adjust costs.

| Tip: | Use this screen to move inventory between locations by placing a positive quantity in one location and a negative quantity in the other location. |
|---|---|

**New Cost Per Unit (Visible with Average Costing Only)**
When the record for this inventory item is first displayed, this is the same as the Average cost. You can type a new amount to be used as the new cost for the item when a positive value adjustment is posted.

**FIFO Adjustments… button (Visible with FIFO Costing Only)**




Click this button to display the FIFO Adjustments screen shown above.

This screen allows you to adjust the quantities remaining on a FIFO layer basis. In this way, you can control what costs are posted when adjustments are made.

**Update Type**
There are two ways to update inventory:

New Units - Use this method to either increase or decrease inventory by a certain number in the **Unit Adjustment** field.

Actual - Use this method to adjust your inventory to the physical number of units in inventory in the **Unit Adjustment** field.

**Update Method**
There are two method of updating inventory: Inventory Adjustment method or the Cost of Good Sold method:

Debit/Credit Inventory Adjustment Account - using this method, the adjustment value of the inventory will be posted to an Inventory Adjustment Account (Expense) that is setup in **System Interface**.

Debit/Credit Cost of Goods Sold Account for this item as defined by its class - using this method, the adjustment value of the inventory will be posted to a Cost of Goods Sold account set up as a Class for the product code you are adjusting.

**Location**
The physical location(s) of the inventory.

**On Purchase Order**
The number of units on purchase order that have not yet been received.

**On Hand**
The number of units on hand that are available for filling orders (i.e., they are not already allocated on an open sales order).

**On Backorder**
The number of units on backorder

**On Sales Order**
The number of units that are on sales orders that have not yet been invoiced. (Backordered units are not counted in this field).

**Unit Adjustment**
The total number of units in inventory if the **Actual** Update Type is being used, and the number of units added or subtracted from if the **New Units** Update Type is being used.

**Totals**
The total number of units in all locations for each column.

## *General Program Operation*

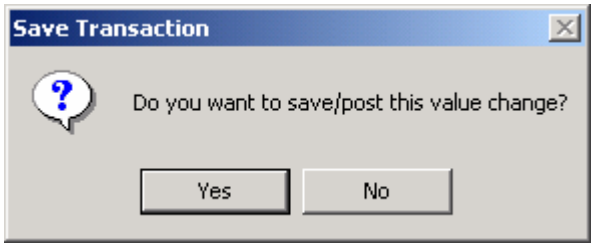
1. When the screen is first displayed, the cursor is located in the Code field.

   If it is not, then click the "New" button.

2. The function allows entry of New Cost/Unit. The default value will be the same as the Average Cost per Unit, but you can type in a new cost here.

3. Select which update type and update method that you wish to use, and enter the change in inventory in the Unit Adjustment field.

4. After you have made your selections, pressing the **Save/Post** button will display the following box:



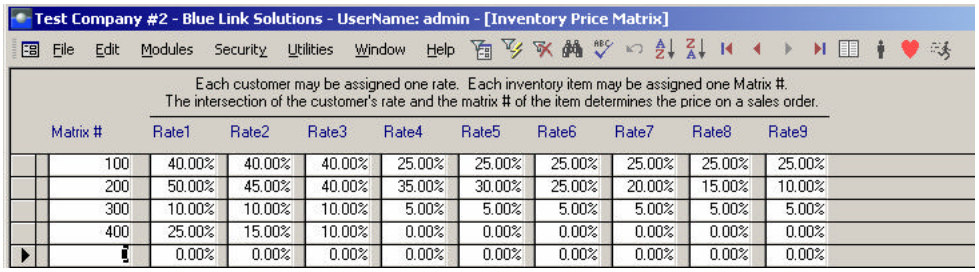

5. Click Yes to save and post the value change; click No to cancel the request.

   If you choose **Yes,** the inventory record is updated for units on hand, cost, and value, and the transaction posts to the Other Journal and the General Ledger.

| | |
|---|---|
| **Note:** | The transaction made to the General Ledger is a debit to the G/L COGS or Inventory Adjustment account (i.e. increase costs) and a credit to the G/L Asset account (i.e. decrease value) for this item if the total value has decreased. If the total value has increased, the G/L Asset account will be debited (increased) and the G/L COGS or Inventory Adjustment account will be credited (decreased). |

# 12.8 Enter/Change Price Matrix

A price matrix lets you define discount percentages or a set of nine prices for products. A particular level in the matrix can then be matched to the price level in the customer record so that the appropriate discount can be given when entering a sales order. If you are using a percentage discount and assigning a price matrix number, it is strongly advised that you enter the matrix here, as this type of matrix information is available to marketable products.


Test Company #2 - Blue Link Solutions - UserName: admin - [Inventory Price Matrix]
File Edit Modules Security Utilities Window Help
Each customer may be assigned one rate. Each inventory item may be assigned one Matrix #.
The intersection of the customer's rate and the matrix # of the item determines the price on a sales order.

| Matrix # | Rate1 | Rate2 | Rate3 | Rate4 | Rate5 | Rate6 | Rate7 | Rate8 | Rate9 |
|---|---|---|---|---|---|---|---|---|---|
| 100 | 40.00% | 40.00% | 40.00% | 25.00% | 25.00% | 25.00% | 25.00% | 25.00% | 25.00% |
| 200 | 50.00% | 45.00% | 40.00% | 35.00% | 30.00% | 25.00% | 20.00% | 15.00% | 10.00% |
| 300 | 10.00% | 10.00% | 10.00% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% |
| 400 | 25.00% | 15.00% | 10.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

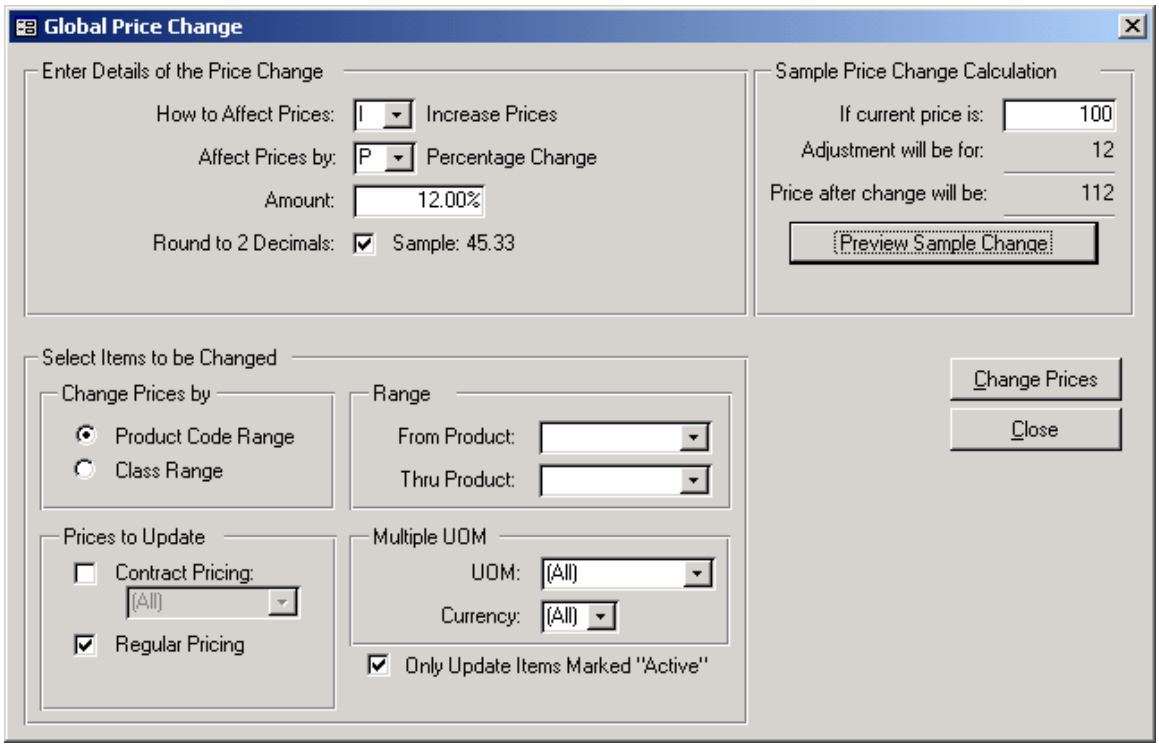
**Matrix #**
A three-digit numeric field. Up to 999 different discount matrices can be specified. The 9 discount levels that you assign for each price matrix apply to any product with that price matrix number.

**Rates 1-9**
If you have entered a price matrix code number, you will be able to enter a series of discount percentages.

| | |
|---|---|
| **Note:** | The Matrix # is assigned to a product;<br>The Rates are assigned to customers. |

# 12.9 Global Price Change

Use this function to change the selling price of a group of inventory items or all inventory items rather than having to make a similar change to individual inventory items. You can limit the range of the products you want to affect by specific product code ranges as well as category or class ranges. You can increase or decrease prices by a flat amount or by a percentage.




**How to Affect Prices**
You can choose between an increase (**I**) or decrease (**D**) in your prices.

**Affect Prices by**
You can choose between a change based on a percentage (**P**) of the price base or a flat dollar amount (**F**).

**Amount**
The amount of the price change as a percentage or flat dollar amount.

**Round to 2 Decimals**
Allows you to choose to round figures to 2 decimal places

**Product Code Range**
**From Product/Thru Product**
You can limit the products to be affected by specifying product code ranges. Click on the down arrow or press F4 to display a list to help you select the appropriate product range.

**Class Range**
**From/Thru Class**
If you want to limit the effect of your price to a subset of products, you can add class specifications. Click on the down arrow or press F4 to display a list to help you select the appropriate product range.

| | |
|---|---|
| **CAUTION:** | Because this function can affect many products at once, be sure to backup your files before running this function. |

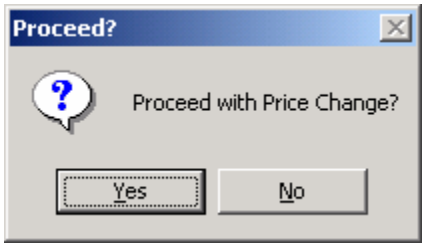
**Contact Pricing**
You can choose to update contract pricing after checking the box according to the menu item chosen.

**Multiple UOM**
If you are using Unit of Measure you can select a particular UOM to update prices for. You may also select the currency that you want to update for this UOM. See section 12.3 for more information on UOM and prices.

**Only Update Items Marked "Active"**
Allows you can choose to only update items marked active.

**Preview Sample Change**
Allows you to see the result of the price changes as entered in the Enter Details of the Price Change section.

**Change Prices Button**
When you are satisfied the information is correct, click on the **Change Prices** button. The following screen will be displayed:

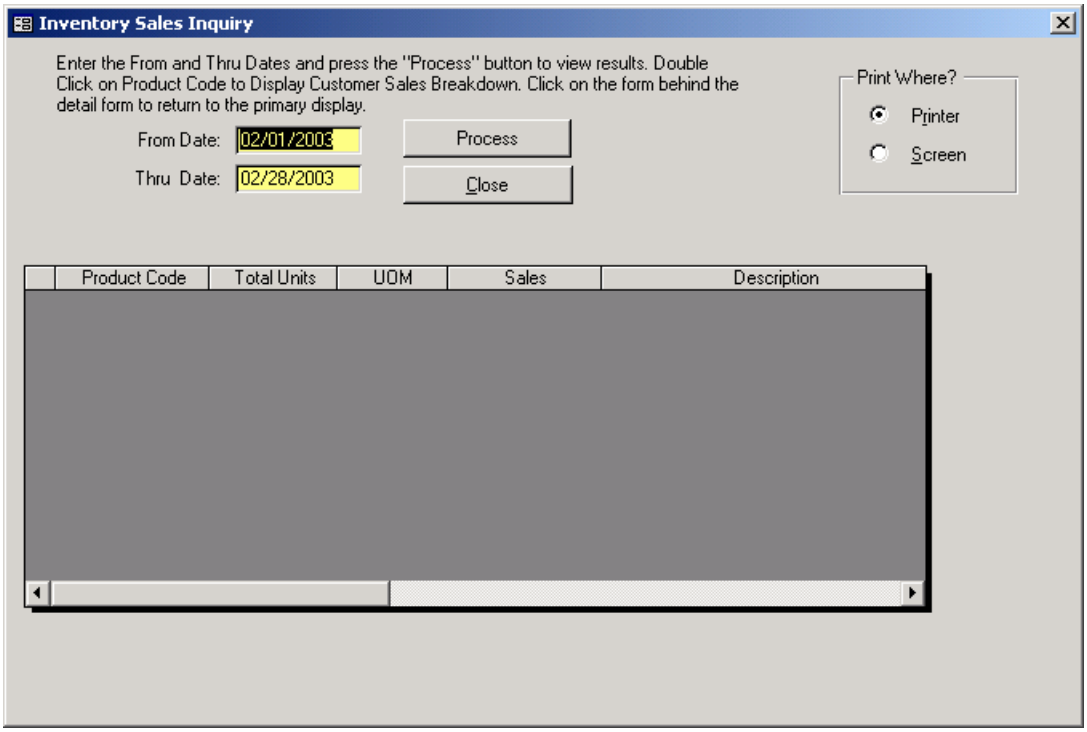



Click Yes to if you are sure you want the Global Price Change to proceed; click No to cancel the request.

This function changes the base price of the product selected as well as any associated price levels within a flat rate price matrix. Use of this function updates the selling price in the inventory master file and updates the price levels in any fixed price matrix.

# 12.10 Review Inventory Sales Breakdown

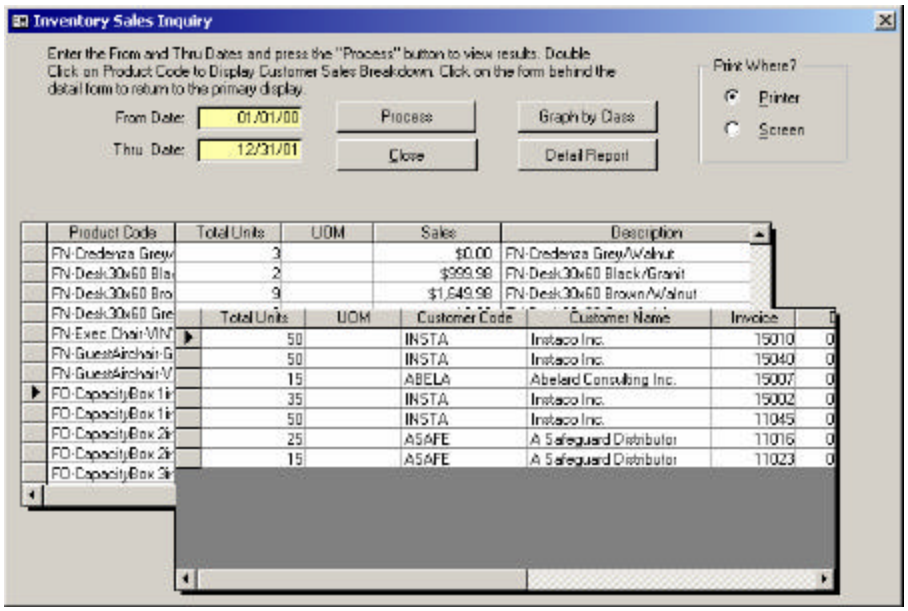
You may obtain a summary of all products sold during a specified period. For all sales made during that period, one line appears per product code summarizing the total number or units and the total dollar value of sales for the selected date range. When you select this option, the following screen displays:


Inventory Sales Inquiry
Enter the From and Thru Dates and press the "Process" button to view results. Double Click on Product Code to Display Customer Sales Breakdown. Click on the form behind the detail form to return to the primary display.
From Date: 02/01/2003
Thru Date: 02/28/2003
Process
Close
Print Where?
Printer
Screen
Product Code
Total Units
UOM
Sales
Description

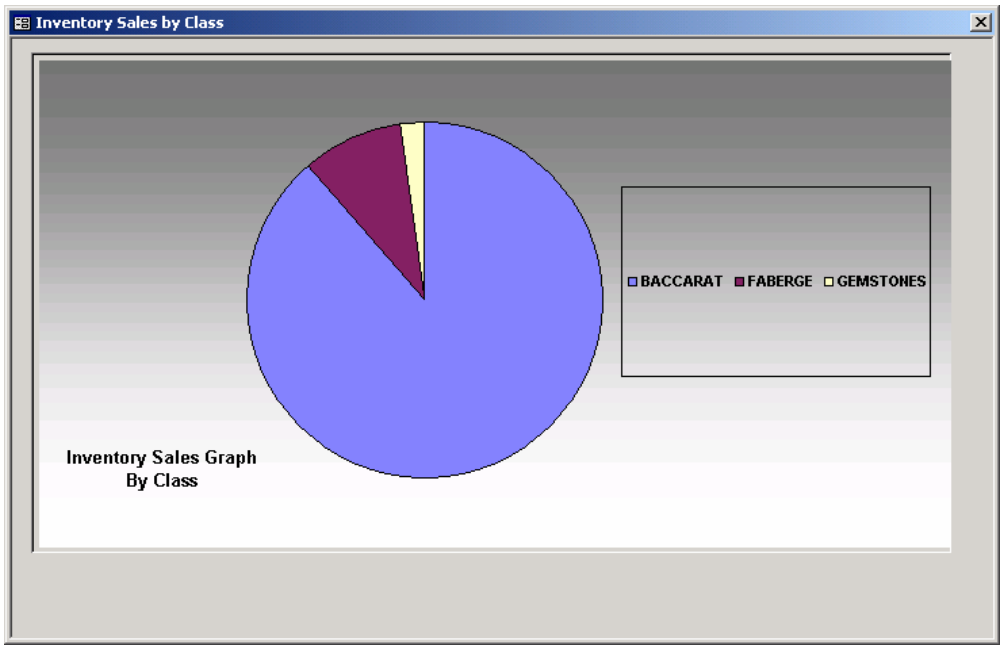
**From/Thru Date**
Enter a **From** and **Thru** dates that you want to see the details on

**Process Button**
Click on the **Process** button to have the details displayed in the bottom half of the screen.

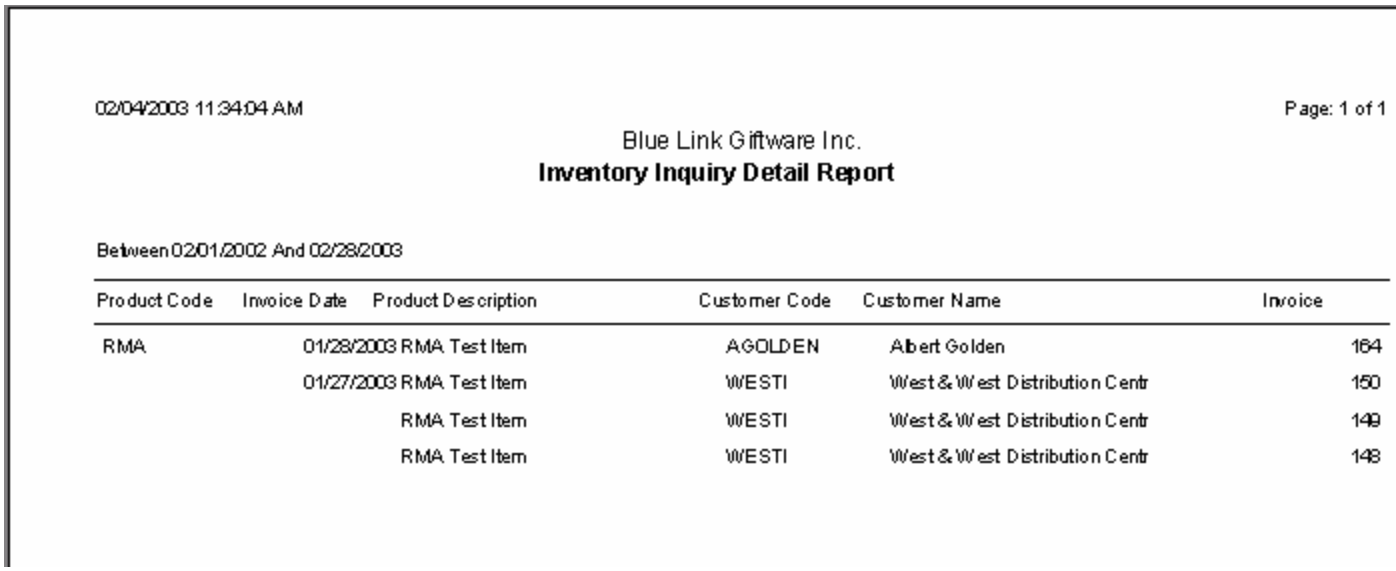
Double click on any of the displayed product codes to pop up a new screen which displays each invoice on which that product was sold during the selected period. The following screen will be displayed:




**Graph by Class Button**
This button generates a graph based on sales by inventory class for the specified period.




**Detail Report Button**
This button appears when you are looking at the details of an inventory item. It will print a report showing the Product Code, the Customer to whom the item was sold, the Invoice Date and Number.



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Blue Link Giftware Inc.

**Inventory Inquiry Detail Report**

Between 02/01/2002 And 02/28/2003

| Product Code | Invoice Date | Product Description | Customer Code | Customer Name | Invoice |
|---|---|---|---|---|---|
| RMA | 01/28/2003 | RMA Test Item | AGOLDEN | Albert Golden | 164 |
| | 01/27/2003 | RMA Test Item | WESTI | West & West Distribution Centr | 150 |
| | | RMA Test Item | WESTI | West & West Distribution Centr | 149 |
| | | RMA Test Item | WESTI | West & West Distribution Centr | 148 |

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the “Print” button to send it to the printer or the screen or the “Cancel” button to cancel the request.

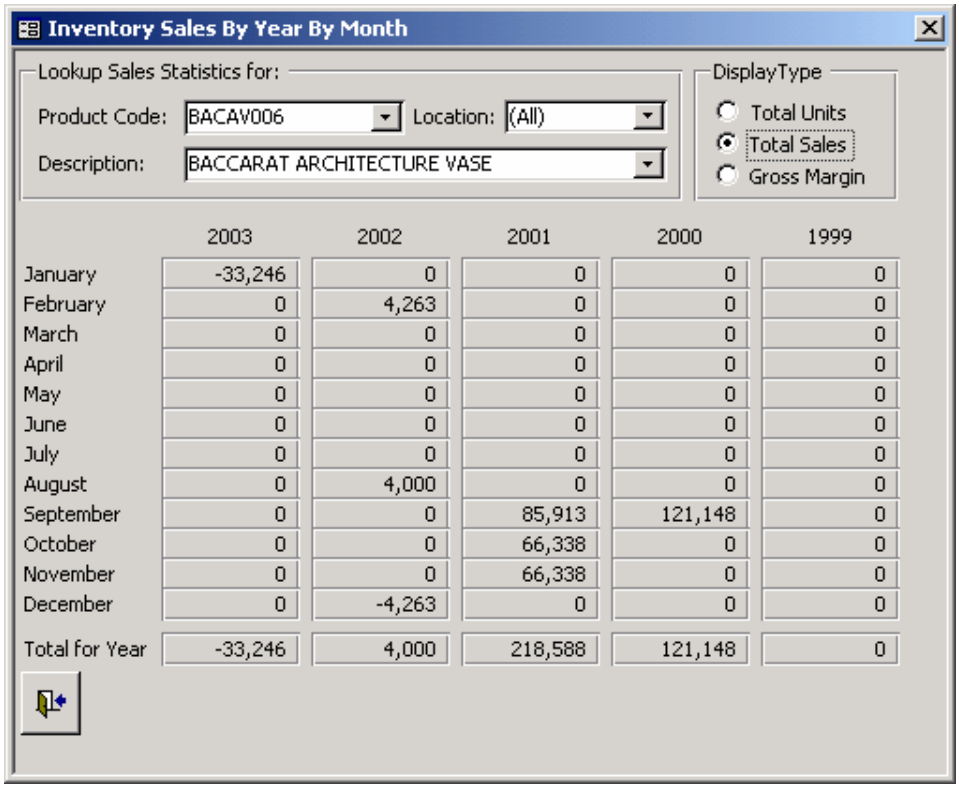
**Close Button**
Click on the Close button to exit the screen.

# 12.11 Review Inventory Sales by Year by Month

This form is a quick reference to view sales history for a particular item and compare data across the past 5 years in each month. You may also filter for a particular warehouse location.

You can select 3 display types:

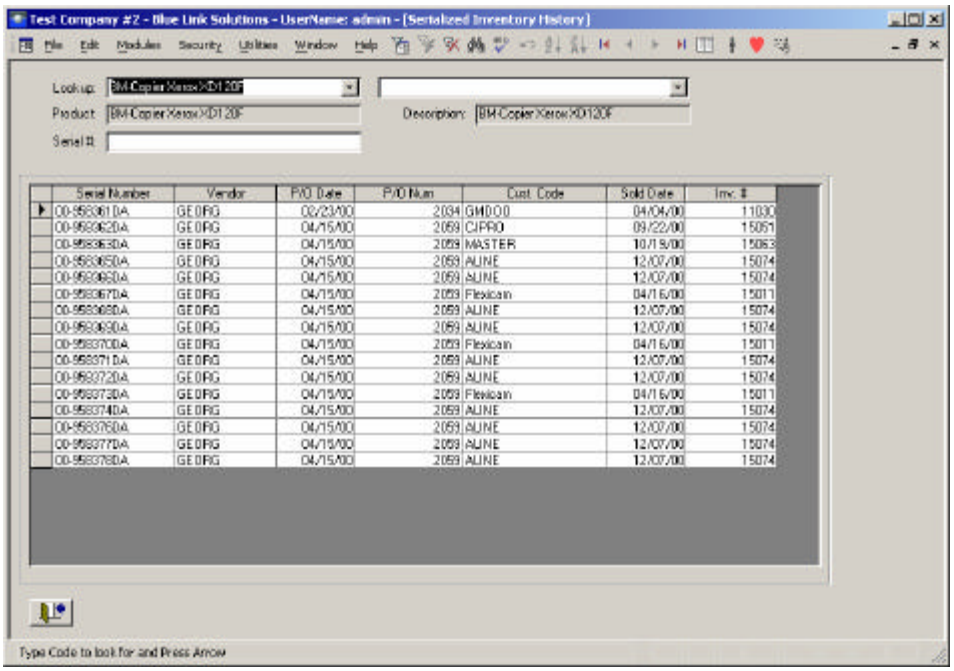
1. Total Units
2. Total Sales
3. Gross Margin




| | 2003 | 2002 | 2001 | 2000 | 1999 |
|---|---|---|---|---|---|
| January | -33,246 | 0 | 0 | 0 | 0 |
| February | 0 | 4,263 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 | 0 |
| April | 0 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 |
| June | 0 | 0 | 0 | 0 | 0 |
| July | 0 | 0 | 0 | 0 | 0 |
| August | 0 | 4,000 | 0 | 0 | 0 |
| September | 0 | 0 | 85,913 | 121,148 | 0 |
| October | 0 | 0 | 66,338 | 0 | 0 |
| November | 0 | 0 | 66,338 | 0 | 0 |
| December | 0 | -4,263 | 0 | 0 | 0 |
| Total for Year | -33,246 | 4,000 | 218,588 | 121,148 | 0 |

# 12.12 Review Serialized History Information

Use this function to review specific information on individual serialized inventory records which have been sold.




**Lookup**
The inventory product code for this entry. You may also lookup by product description.

**Product**
The inventory product code for this item.

**Serial Number**
The specific serial number you are interested in reviewing.

**Description**
The description of the inventory item.

**Serial Number**
The serial number for the inventory item

**Vendor**
The vendor code of the vendor from whom you purchased the item.

**P/O Date**
The date of purchase order of the item.

**P/O Num**
The P/O number on which you purchased the product.

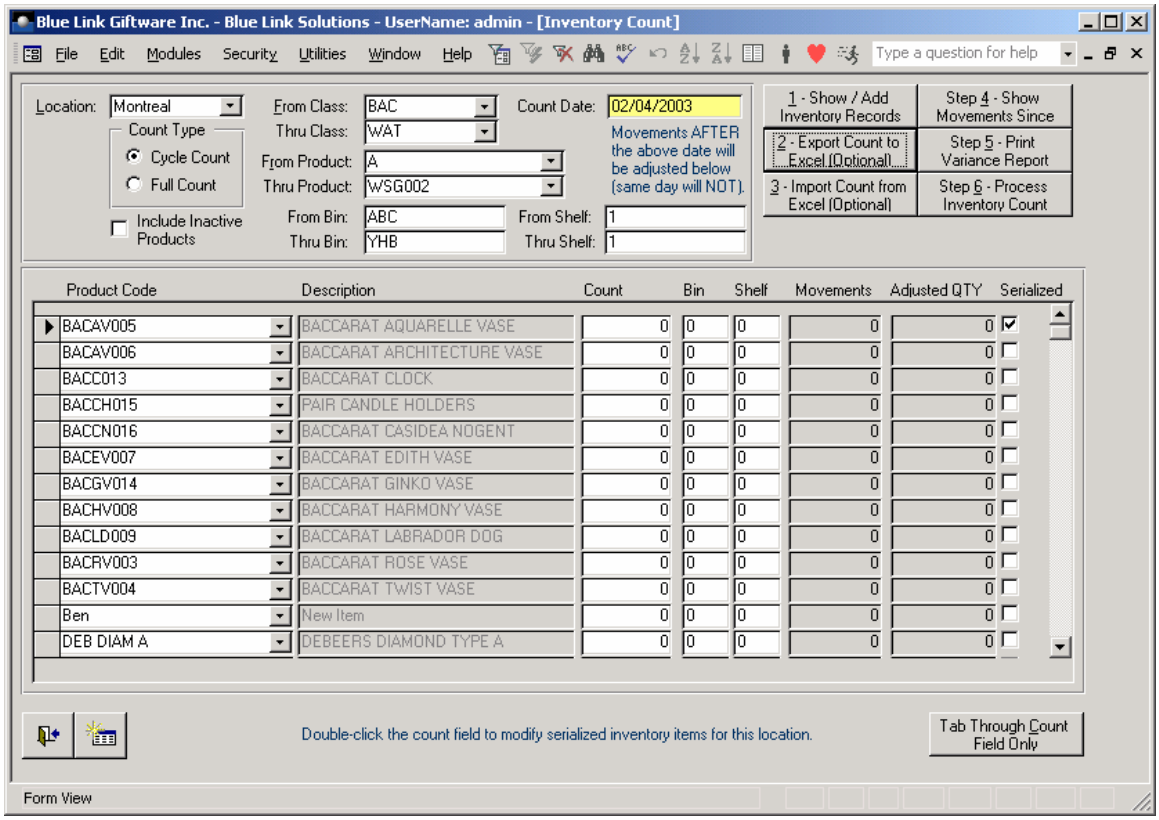
**Cust. Code**
The code of the customer to whom you sold the item.

**Sold Date**
The date you sold the item.

**Inv #**
The sales order number on which you sold this item.

# 12.13 Inventory Count

The Inventory Count function allows you to enter inventory counts as of a moment in time, for all products, or a subset of products. Full counts and cycle counts are supported, as is importing / exporting information from/to Excel.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Inventory Count]
File Edit Modules Security Utilities Window Help
Type a question for help
Location: Montreal
Count Type
Cycle Count
Full Count
Include Inactive Products
From Class: BAC
Thru Class: WAT
From Product: A
Thru Product: WSG002
From Bin: ABC
Thru Bin: YHB
Count Date: 02/04/2003
Movements AFTER the above date will be adjusted below (same day will NOT).
From Shelf: 1
Thru Shelf: 1
1 - Show / Add Inventory Records
2 - Export Count to Excel (Optional)
3 - Import Count from Excel (Optional)
Step 4 - Show Movements Since
Step 5 - Print Variance Report
Step 6 - Process Inventory Count
Product Code
Description
Count
Bin
Shelf
Movements
Adjusted QTY
Serialized
BACAV005 BACCARAT AQUARELLE VASE
BACAV006 BACCARAT ARCHITECTURE VASE
BACC013 BACCARAT CLOCK
BACCH015 PAIR CANDLE HOLDERS
BACCN016 BACCARAT CASIDEA NOGENT
BACEV007 BACCARAT EDITH VASE
BACGV014 BACCARAT GINKO VASE
BACHV008 BACCARAT HARMONY VASE
BACLD009 BACCARAT LABRADOR DOG
BACRV003 BACCARAT ROSE VASE
BACTV004 BACCARAT TWIST VASE
Ben New Item
DEB DIAM A DEBEERS DIAMOND TYPE A
Double-click the count field to modify serialized inventory items for this location.
Tab Through Count Field Only
Form View

**Location**
Select a location from which products should be added.

**Count Type**
*Cycle Count:* Updates the inventory for products listed on screen only. Products not listed on screen are not updated.

*Full Count:* Updates the inventory for all products whether listed or not. Products not listed on screen are assumed to have a quantity on hand of zero.

**Include Inactive Products**
Check this box if you want the items that have been flagged in Enter / Change Inventory, to be displayed and available for count.

**From Class / Thru Class**
Select the range of inventory product classes to be added when the Show/Add Inventory Records button is pressed.

**From Product / Thru Product**
Select the range of inventory product codes to be added when the Show/Add Inventory Records button is

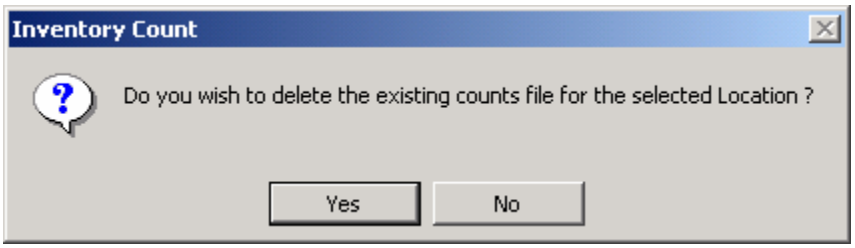
pressed.

**Count Date**
The date that the count was performed. Inventory movements that occurred after that day will be added to determine the quantities on hand as of today.

**From Bin / Thru Bin**
Select the range of bin locations to be added when the Show/Add Inventory Records button is pressed.

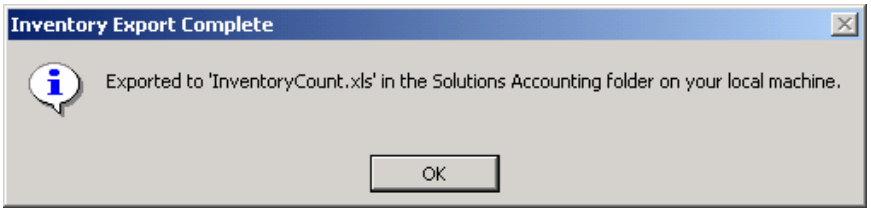
**From Shelf / Thru Shelf**
Select the range of shelf locations to be added when the Show/Add Inventory Records button is pressed.

**1 – Show / Add Inventory Records (button)**
Click this button to show the inventory records based on the selection criteria you've specified. If records are already present, you'll be asked if you want to replace the current selection, or append to it with the products currently selected:

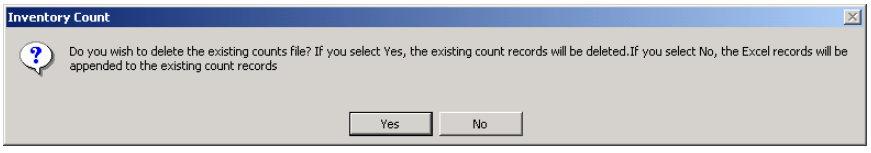



Click "Yes" to delete the items currently listed. The currently selected items will be added in their place.
Click "No" to append the currently selected items to those already there.

**2 – Export Count to Excel (Optional) (button)**
Click this button if you would like to export the information currently on screen to Microsoft Excel.


Inventory Export Complete
Exported to 'InventoryCount.xls' in the Solutions Accounting folder on your local machine.
OK

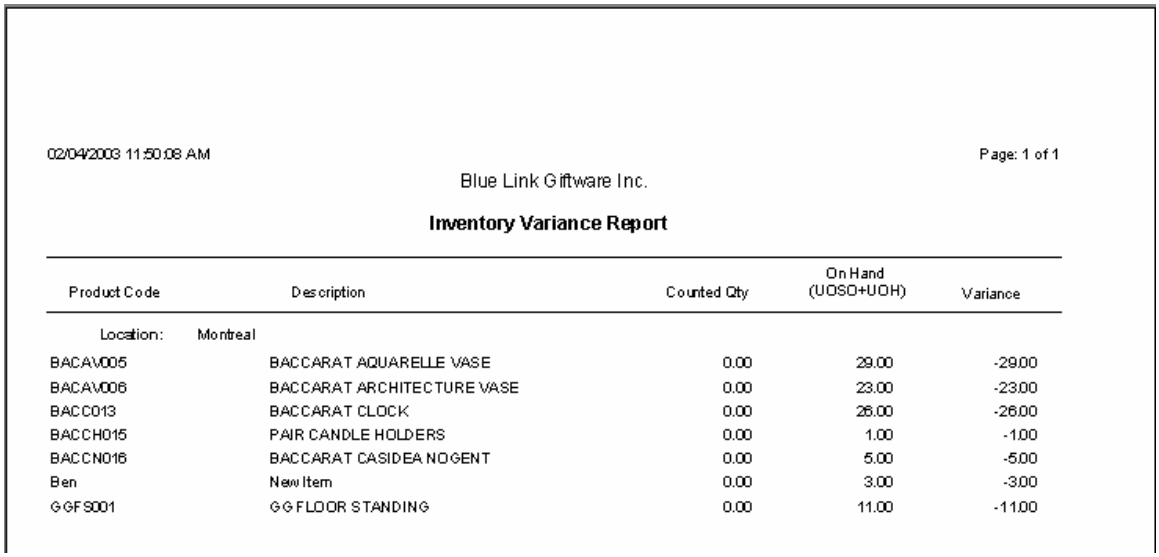
**3 – Import Count from Excel (Optional) (button)**
Click this button to import an Excel count sheet that was previously exported.
You will be prompted to identify the file and then you will be asked if any records currently on screen should be deleted or appended to:


Inventory Count
Do you wish to delete the existing counts file? If you select Yes, the existing count records will be deleted.If you select No, the Excel records will be appended to the existing count records
Yes
No

**Step 4 – Show Movements Since (button)**
Click this button to show all inventory movements that occurred AFTER the count date specified and calculate the adjusted quantity to be posted.

| | |
|---|---|
| Note: | Movements that occurred on the count date are not shown. Solutions assumes that the count occurred after business hours on the count date, and therefore does not include that day's movements in the calculation. |

**Step 5 – Print Variance Report (button)**
Click this button to print the inventory variance report:



02/04/2003 11:50:08 AM Page: 1 of 1

Blue Link Giftware Inc.

**Inventory Variance Report**

| Product Code | Description | Counted Qty | On Hand (UOSO+UOH) | Variance |
|---|---|---|---|---|
| Location: Montreal | | | | |
| BACAV005 | BACCARAT AQUARELLE VASE | 0.00 | 29.00 | -29.00 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 0.00 | 23.00 | -23.00 |
| BACC013 | BACCARAT CLOCK | 0.00 | 26.00 | -26.00 |
| BACCH015 | PAIR CANDLE HOLDERS | 0.00 | 1.00 | -1.00 |
| BACCN016 | BACCARAT CASIDEA NOGENT | 0.00 | 5.00 | -5.00 |
| Ben | New Item | 0.00 | 3.00 | -3.00 |
| GGFS001 | GG FLOOR STANDING | 0.00 | 11.00 | -11.00 |

**Step 6 – Process Inventory Count (button)**
Click this button to post the inventory count as shown on screen.

This function posts changes to inventory as actual amounts on hand and to the general ledger against the inventory asset accounts (as defined by the inventory class codes) and the inventory adjustment account as defined in the System Interface.

**Tab Through Count Field Only (button)**
Click this button to toggle the operation of the tab key when in the sub-form. Specifically, press the button to have the tab key move from directly from the count field in one record to the count field in the next record. Raise the button to tab through the product code, count, bin and shelf fields before proceeding to the next record.

## 12.13.1 GENERAL PROGRAM OPERATION

### *Method 1 – Entering quantities for ranges of products*

1. Select the location and range of products you want to enter counts for.
2. Click on the "1-Show/Add Inventory Records" button.
3. Optionally select additional ranges of products to be added to the count, and click the "1-Show/Add Inventory Records" button again, answering "no" when asked if you want to delete the currently selected products.
4. Optionally, export the data to Excel, or later, import the file from Excel.
5. Enter the count information, bin and shelf.
6. If you encounter a serialized item and have to adjust it's quantity, double-click the count field to display the serialized inventory screen (described later).

7. When done entering actual count information, click the "Step 4 – Show Movements Since" button to show the inventory movements since the count date and calculate the Adjusted QTY to be posted as of today.
8. Print the inventory variance report by clicking the "Step 5 – Print Variance Report" button.
9. Confirm whether this is a Cycle Count or Full Count. A cycle count updates only the products listed on screen. A full count will assume that products not explicitly listed on screen have a count quantity of zero.
10. Process the inventory count by clicking the "Step 6 – Process Inventory Count" button.

| | |
|---|---|
| Caution: | Be careful to select the correct count type before processing the count. Selecting a Full Count will assume products not listed have a count quantity of zero. Backup your file before processing the count just in case. |

### *Method 2 – Entering ad-hoc inventory counts*

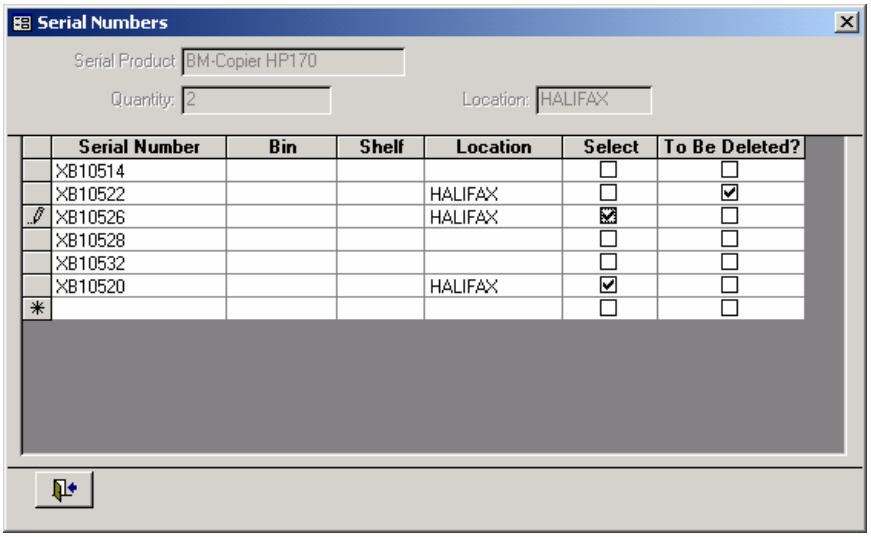
1. Select the location for which the inventory count is being performed.
2. Specify the count date.
3. Enter the product codes that were counted, the count, and optionally the Bin & Shelf, adjust serial numbers on file as necessary for serialized items.
4. Click "Step 4 – Show Movements Since" to update the movements and calculate the adjusted QTY to be posted as of today.
5. Click "Step 5 – Print Variance Report" to print the variance report for your records.
6. Confirm whether this is a Cycle Count or Full Count. A cycle count updates only the products listed on screen. A full count will assume that products not explicitly listed on screen have a count quantity of zero.
7. Click "Step 6 – Process Inventory Count" to process the inventory count as entered.

## 12.13.2 COUNTING SERIALIZED ITEMS

When an inventory count is performed of serialized items, it is important to track which serial numbers were present when the count was performed, to delete incorrect serial numbers, and to add any new or corrected serial numbers.

| | |
|---|---|
| Caution: | If the count is being performed after the fact, remember that the list of serial numbers presented will include those items purchased since the count date. Do not delete those items unless necessary. |

On the inventory count screen, double-click the count field for a serialized item to display the serial numbers screen:




**Selecting Serial Numbers to Match with Count Quantities**
Click the "Select" button to match a serial number with the current location.

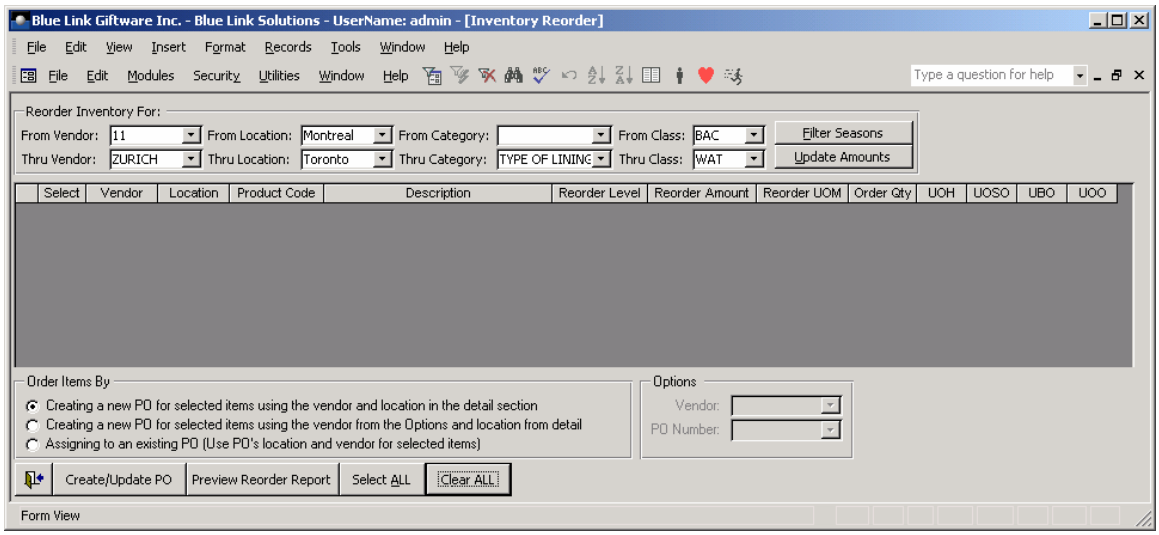
**Modifying the location of serialized items**
If you know what serial numbers belong in what warehouse locations, you can select those locations now for all, or a few of the serial numbers.

**Deleting Serial Numbers**
To delete a serial number, click the "Select" check box twice. The first click will set the Location to the same as the current location, the second click will un-select the item, and flag it for deletion.

| | |
|---|---|
| Note: | To undo the delete selection, click in the "location" field and clear the location record, or change it to a different warehouse location. |

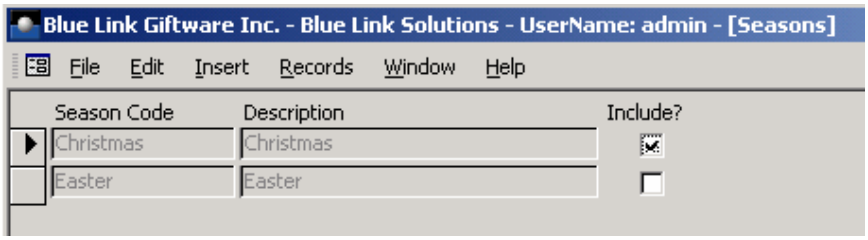
# 12.14 Reorder Inventory

*Note to previous Blue Link users: this replaces the Load Suggested Order function found in the Purchase Order module.*


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Inventory Reorder]
File Edit View Insert Format Records Tools Window Help
File Edit Modules Security Utilities Window Help
Type a question for help
Reorder Inventory For:
From Vendor: 11
From Location: Montreal
From Category:
From Class: BAC
Filter Seasons
Thru Vendor: ZURICH
Thru Location: Toronto
Thru Category: TYPE OF LINING
Thru Class: WAT
Update Amounts
Select Vendor Location Product Code Description Reorder Level Reorder Amount Reorder UOM Order Qty UOH UOSO UBO UOO
Order Items By
Creating a new PO for selected items using the vendor and location in the detail section
Creating a new PO for selected items using the vendor from the Options and location from detail
Assigning to an existing PO (Use PO's location and vendor for selected items)
Options
Vendor:
PO Number:
Create/Update PO
Preview Reorder Report
Select ALL
Clear ALL
Form View

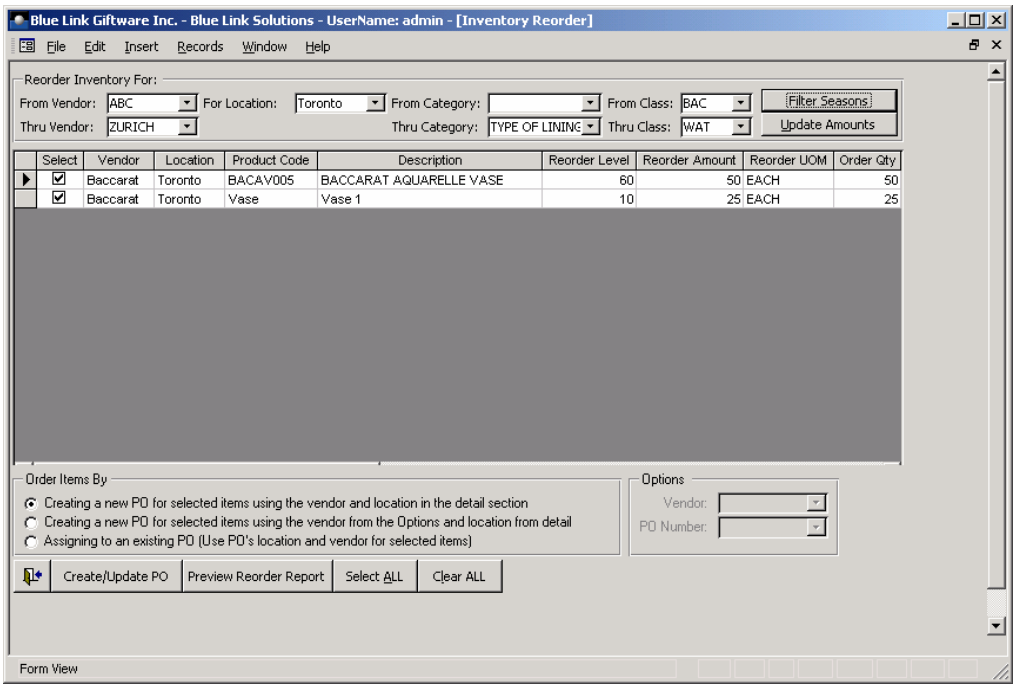
**Filtering Options**

1. Vendor - Select which vendor(s) you wish to check the reorder status for.
2. Location – for which location do you wish to reorder for
3. Category – if you wish to filter for a certain type of category or range
4. Class – if you wish to filter items that belong to a particular class or a range of classes.
5. Seasons – do you want to include items that belong to a season code (see explanation for Season Code under **Enter / Change Inventory | More Info**.)




**Update Amounts**

Once your criteria are selected, select this button to view the data.

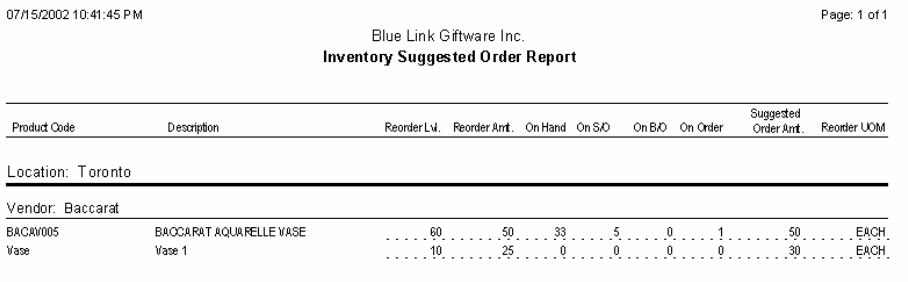

Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Inventory Reorder]
File Edit Insert Records Window Help
Reorder Inventory For:
From Vendor: ABC
For Location: Toronto
From Category:
From Class: BAC
Filter Seasons
Thru Vendor: ZURICH
Thru Category: TYPE OF LINING
Thru Class: WAT
Update Amounts
Select Vendor Location Product Code Description Reorder Level Reorder Amount Reorder UOM Order Qty
Baccarat Toronto BACAV005 BACCARAT AQUARELLE VASE 60 50 EACH 50
Baccarat Toronto Vase Vase 1 10 25 EACH 25
Order Items By
Creating a new PO for selected items using the vendor and location in the detail section
Creating a new PO for selected items using the vendor from the Options and location from detail
Assigning to an existing PO (Use PO's location and vendor for selected items)
Options
Vendor:
PO Number:
Create/Update PO
Preview Reorder Report
Select ALL
Clear ALL
Form View

**Editable Fields**

1. Select – you may uncheck items that you do NOT want to be reordered. By default all items are checked.
2. Location – you may change the location that you wish to order for by selecting the location at the top of the form. It will then change each items location to that warehouse.
3. Reorder UOM – You may change the UOM that you wish to order in. Remember that when you set up the inventory item you had the option to select the UOM that you wish to reorder in (More Info tab).
4. Order Qty – you may override the quantity that you wish to reorder.

**Preview Reorder Report**

Preview this report to print a hard copy of what is being reordered.

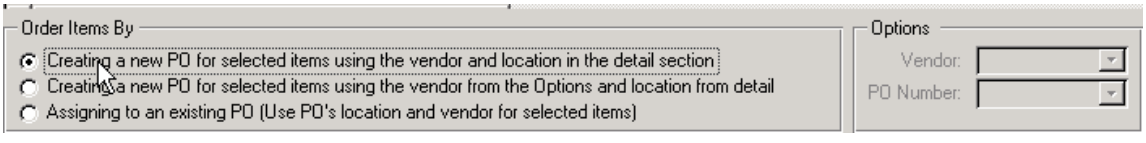

07/15/2002 10:41:45 PM Page: 1 of 1

Blue Link Giftware Inc.

**Inventory Suggested Order Report**

| Product Code | Description | Reorder Lvl. | Reorder Amt. | On Hand | On S/O | On B/O | On Order | Suggested Order Amt. | Reorder UOM |
|---|---|---|---|---|---|---|---|---|---|
| Location: Toronto | | | | | | | | | |
| Vendor: Baccarat | | | | | | | | | |
| BACAV005 | BACCARAT AQUARELLE VASE | 60 | 50 | 33 | 5 | 0 | 1 | 50 | EACH |
| Vase | Vase 1 | 10 | 25 | 0 | 0 | 0 | 0 | 30 | EACH |

**Order Items By**

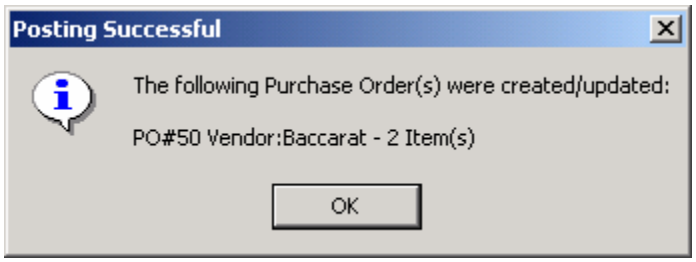

Order Items By
Creating a new PO for selected items using the vendor and location in the detail section
Creating a new PO for selected items using the vendor from the Options and location from detail
Assigning to an existing PO (Use PO's location and vendor for selected items)
Options
Vendor:
PO Number:

1. Creating a new PO for the Vendor selected
2. Creating a new PO but for a different vendor than the default vendor indicated in the detail – once selected the **Vendor** field is enabled

3. Assign these items to an existing PO – once selected the **PO Number** field is enabled.

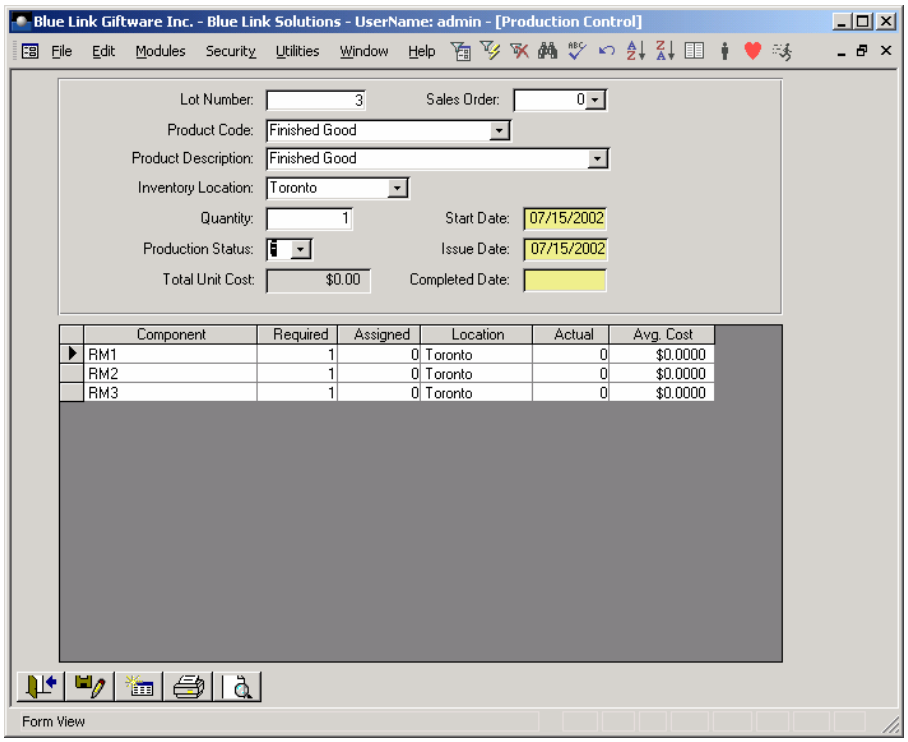
Once ready, select the Create / Update PO button.

You will then receive a similar message stating that the items were placed on a Purchase Order.



# 12.15 Production Control

This function allows you to take components in inventory and create new (finished) inventory product (only for type “F” Finished Products).


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Production Control]
File Edit Modules Security Utilities Window Help
Lot Number: 3
Sales Order: 0
Product Code: Finished Good
Product Description: Finished Good
Inventory Location: Toronto
Quantity: 1
Start Date: 07/15/2002
Production Status:
Issue Date: 07/15/2002
Total Unit Cost: $0.00
Completed Date:
Component Required Assigned Location Actual Avg. Cost
RM1 1 0 Toronto 0 $0.0000
RM2 1 0 Toronto 0 $0.0000
RM3 1 0 Toronto 0 $0.0000
Form View

| **Note:** | **If you are including a labour or overhead burden in your Bill of Materials, please follow the following instructions.** |
|---|---|

1. Set up non-inventory items for these burdens.
2. Set up a separate inventory class for these items. For example LAB.
3. The Inventory account for this class should point to a contra account against your labour expense. This will reduce your labour expense, which will offset the increase in Cost of Sales due to this burden.
4. In Inventory | Enter / Change Inventory Item | More Info Tab | Cost field, enter the burden rate.

**Lot #**
This is the number used to identify the production batch. The system creates this lot number for you.

**Sales Order**
This field is used for tying in a production batch to a specific sales order. The finished good product code must be on the sales order.

**Product Code**
The name of the finished product you are producing. The description of the finished product follows.

**Inventory Location (required)**
If you are using multiple location inventory, this is the code of the location to use in this particular batch.

**Quantity (required)**
The quantity of the assembled/finished goods you are producing.

**Start Date**
The date when the production batch is entered into the system. This date is defaulted to the current date.

**Issue Date**
The date when you open the batch. This date is defaulted to the current date.

**Completed Date**
The date when the batch is completed.

**Production Status**

| | |
|---|---|
| Q (Quick) | Firms, opens and closes in one step. |
| F (Firm) | Firms the batch, checks to see if there are enough components in stock |
| O (Open) | Opens the batch, pulls the components out of inventory to Work In Progress |
| C (Close) | Closes the batch, pulls components out of Work In Progress and back into Inventory as a finished good |
| X (Cancel) | Cancels the batch. |

**Total Unit Cost**
The total unit cost of the production batch.

**Component**
The inventory code of the components required for the production batch.

**Required**
The number of units of the components required for the production batch.

**Assigned**
Number of components that are reserved for the production batch.

**Location**
The physical location of the components.

**Actual**
The actual number of components physically taken out of inventory. If this number is different from the assigned number, then enter it here before you open the batch to tell the system how many actual units were taken.

**Avg Cost**
The average cost of the component parts.

## 12.15.1 CREATING A NEW PRODUCTION BATCH (NORMAL METHOD)

1. When the screen is first displayed, the cursor is located in the Code field.

   If it is not, then click the “New” button.

2. Another option is to Choose an existing Sales Order from the Sales Order drop list if this production batch

is to tie into a specific Sales Order.

3. Choose a (finished) Product Code from the Product Code drop list. When it is selected, the Lot Number is automatically assigned.

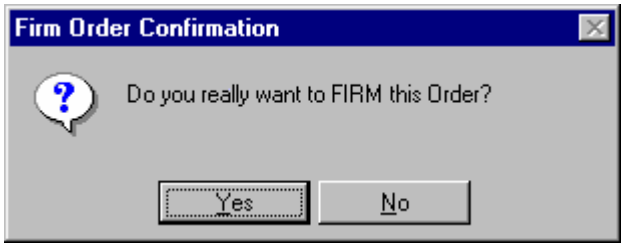
4. Choose the Inventory Location for this batch or leave the default for "Main".

5. Type a Quantity to produce.

6. Type the Start Date or leave the default for today's date.

7. Type the Issue Date or leave the default for today's date.

8. Choose the "F" (Firm) Production Status from the drop list, to firm up the order and reserve the components. The following screen will be displayed:

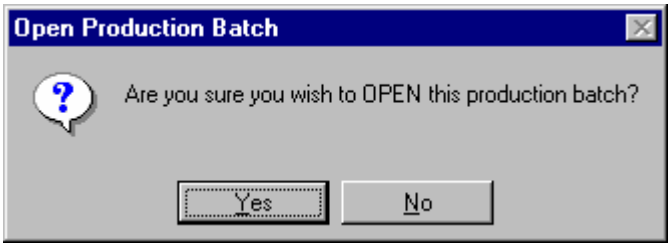



9. Click Yes to reserve the inventory components by moving the appropriate quantity from units on hand to units on sales order reserve; click No to cancel the request.

10. When is has check that enough stock exists, the following screen will be displayed.

11. Click OK to close the screen.

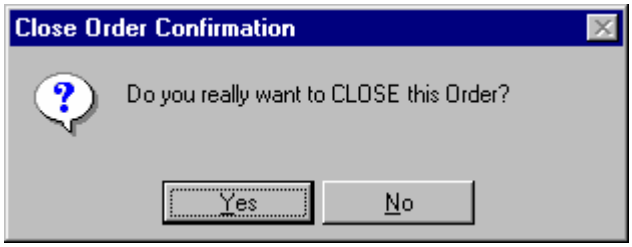
12. Choose the "O" (Open) Production Status from the drop list, to confirm that you want to open the production batch. The function will produce a G/L transaction that moves the components out of inventory and into the WIP account. The following screen will be displayed:




13. Click Yes to post the G/L transaction; click No to cancel the request. The following screen will be displayed when it is complete.

14. Click OK to close the screen.

15. Choose the "C" (Close) Production Status from the drop list, to confirm that you want to close the production batch. The function will produce a G/L transactions to move the inventory components previously posted to the WIP account to Finished Goods inventory as the finished item. The following screen will be displayed:




16. Click Yes to post the G/L transaction; click No to cancel the request.

The production of the finished inventory item is now complete and is available for sale.

## 12.15.2 Creating a New Production Batch (Quick Method)

1. When the screen is first displayed, the cursor is located in the Code field.

   If it is not, then click the "New" button.

2. Another option is to Choose an existing Sales Order from the Sales Order drop list if this production batch is to tie into a specific Sales Order.

3. Choose a (finished) Product Code from the Product Code drop list. When it is selected, the Lot Number is automatically assigned.

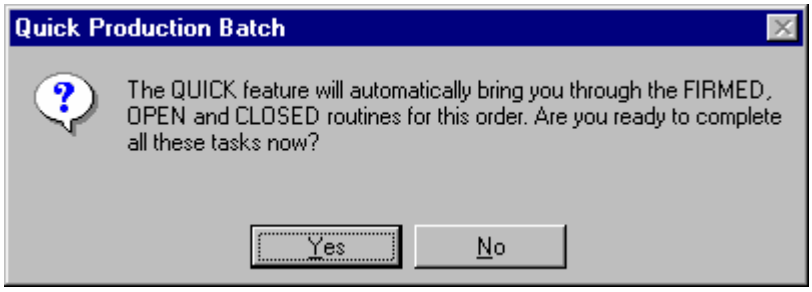
4. Choose the Inventory Location for this batch or leave the default for "Main".

5. Type a Quantity to produce.

6. Type the Start Date or leave the default for today's date.

7. Type the Issue Date or leave the default for today's date.

Choose the "Q" (Quick) Production Status from the drop list, to firm, open and close in one step. The following screen will be displayed:


Quick Production Batch
The QUICK feature will automatically bring you through the FIRMED, OPEN and CLOSED routines for this order. Are you ready to complete all these tasks now?
Yes
No

8. Click Yes to proceed; click No to cancel the request.

9. The function will now automatically take you through the three steps as the normal method (firm, open, close). You will need to click on the "Yes" and "OK" buttons to continue as each step is completed.

The production of the finished inventory item is now complete and is available for sale.

## 12.15.3 CHANGING A PRODUCTION BATCH

If you need to recall a Production Batch do the following:

1. Click the "New" button.

2. Select the Lot Number from the drop down list.

3. Once the product information is displayed, you can make the appropriate changes and continue the process by selecting a different Production Status code.

### 12.15.4 DELETING A PRODUCTION BATCH

Only batches that have been “Opened” can be cancelled. They remain in the list and can be opened again to complete the batch.

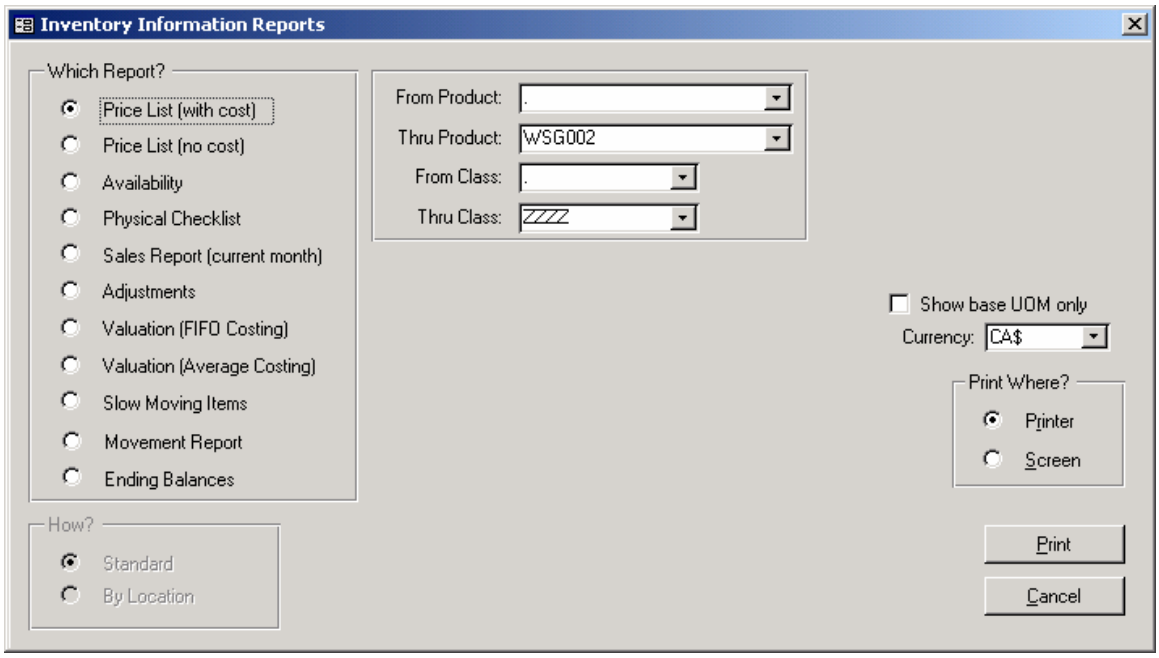
1. Click the “New” button.

2. Select the Lot Number from the drop down list.

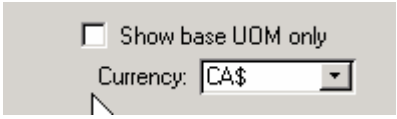
3. Select the “X" (Cancel) Production Status code. If you do so, all G/L transactions created to that point are reversed.

# 12.16 Print Inventory Information Reports

Use this function to run Inventory Listings of Price, Availability, Physical Checklist, Sales Report and Adjustment Summaries.



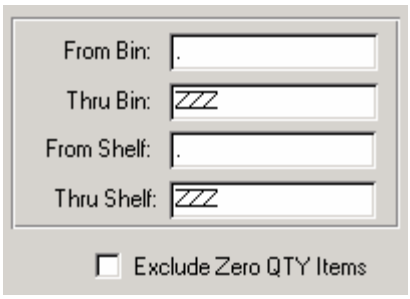

**Price List (with cost/no cost)**
Use this function to get a price list report identified by product code, description, retail price, last cost and average cost. The variation of this report without cost does not list the last cost or average cost.




You can select if you want to show the base UOM only or all available Units of Measure. You also need to specify what currency you would like to see the price list in (this is dependent on you setting up a price list per currency per unit of measure).

**Availability**
Use this function to get a report summarizing available units and recent order information. The report lists the product code, description, location, units on hand, units on purchase order, total value (total units x average cost), reorder level and date of last order. The total inventory value of the printed items displays at the end of this report. (Note: Items that are not in stock, on sales order, or on back order do not appear on this report.) Use this report to reconcile your inventory to the GL asset account balances if you are using the average cost method. If you are using Elite and have chosen to use the FIFO costing method, use the FIFO Costing Report.

**Physical Checklist**
Use this function to print a report format that you can fill in when you take a physical inventory count. The report includes product code, description, and a space to fill out units by count and location.




You also have the ability to filter for a bin and shelf location and to exclude Zero quantity items. You may use this report when using the Inventory Count module.

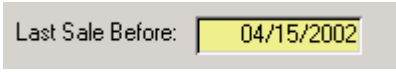
**Sales Report (current month)**
Use this function to print a report detailing product code, description, sales, number of units sold and profit for each inventory item for month-to-date and year-to-date.

**Adjustments**
Use this function to print an Inventory Adjustment report. The report details products, location, quantity adjusted and average cost before and after adjustment.

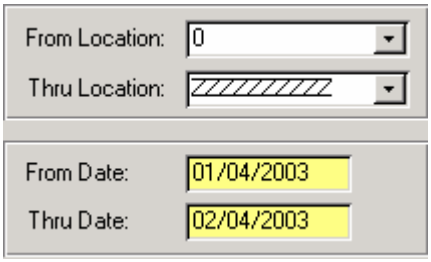
**FIFO Costing**
See Chapter 18: Elite Features for details.

**Valuation**
Use this function to print an Inventory Valuation report. The report details products, quantity, average cost, and total value of goods on hand. The information is grouped by inventory class to allow for reconciliation when each class has its own inventory asset account in the General Ledger.

**Slow Moving Items**
Use this function to print a report detailing inventory items that have not been sold after a date you specify. The report lists products, date of last sale, date of last PO issued, and date of last receipt. By default, the report is based on items that have not been sold in the last three months.

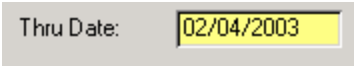



**Movement Report**
The Movement Report provides you with a breakdown by Inventory Item, of the IN/OUT movement of the item; to which Vendor, and which End User processed the transaction.




You are able to filter for a location and for a range of time.

**Ending Balances**
The Ending Balances report provides a moment in time inventory count sheet.




**How?**
Choose how you want the report sorted, either by the Standard method or by Location.

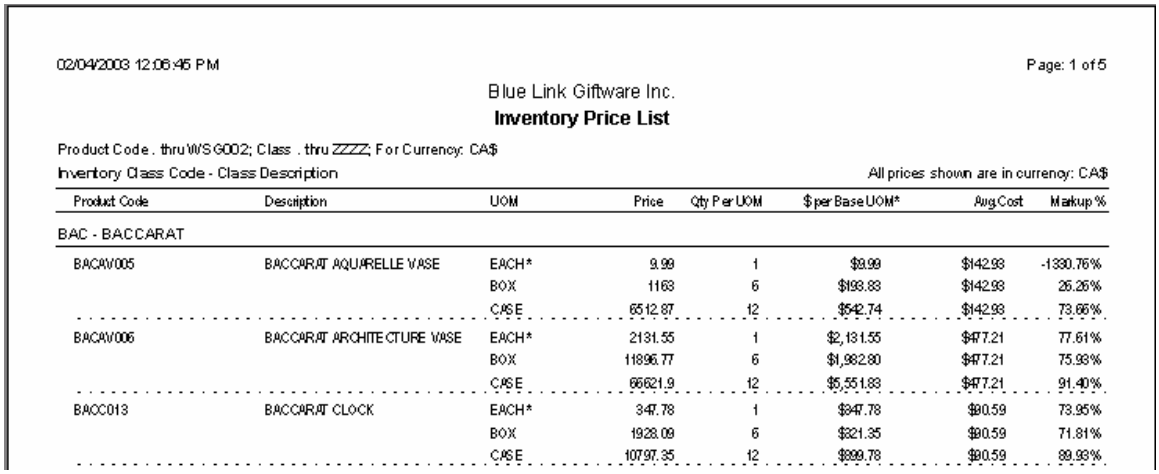
**From/Thru Product**
**From/Thru Class**
You may enter ranges of product codes and classes to limit your report. If you do not enter limits, the report will print all the inventory items.

**From/Thru Location**
You have the ability to filter by location.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the “Print” button to send it to the printer or the screen or the “Cancel” button to cancel the request.

## *Sample Reports*

### Inventory Price List with Cost



02/04/2003 12:06:45 PM Page: 1 of 5

Blue Link Giftware Inc.

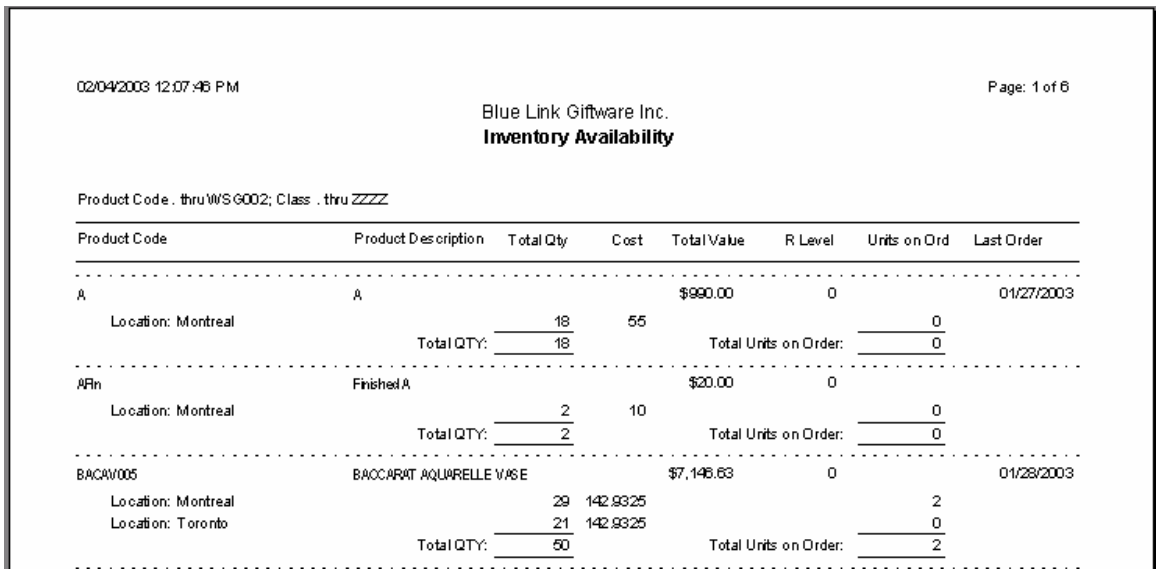
**Inventory Price List**

Product Code . thru WSG002; Class . thru ZZZZ; For Currency: CA$

Inventory Class Code - Class Description All prices shown are in currency: CA$

| Product Code | Description | UOM | Price | Qty Per UOM | $ per Base UOM* | Avg Cost | Markup % |
|---|---|---|---|---|---|---|---|
| BAC - BACCARAT | | | | | | | |
| BACAV005 | BACCARAT AQUARELLE VASE | EACH* | 9.99 | 1 | $9.99 | $142.93 | -1330.76% |
| | | BOX | 1163 | 6 | $193.83 | $142.93 | 26.26% |
| | | CASE | 5512.87 | 12 | $542.74 | $142.93 | 73.66% |
| BACAV006 | BACCARAT ARCHITECTURE VASE | EACH* | 2131.55 | 1 | $2,131.55 | $477.21 | 77.61% |
| | | BOX | 11896.77 | 6 | $1,982.80 | $477.21 | 75.93% |
| | | CASE | 66621.9 | 12 | $5,551.83 | $477.21 | 91.40% |
| BACC013 | BACCARAT CLOCK | EACH* | 347.78 | 1 | $347.78 | $90.59 | 73.95% |
| | | BOX | 1928.09 | 6 | $321.35 | $90.59 | 71.81% |
| | | CASE | 10797.35 | 12 | $899.78 | $90.59 | 89.93% |

### Inventory Availability



02/04/2003 12:07:46 PM Page: 1 of 6

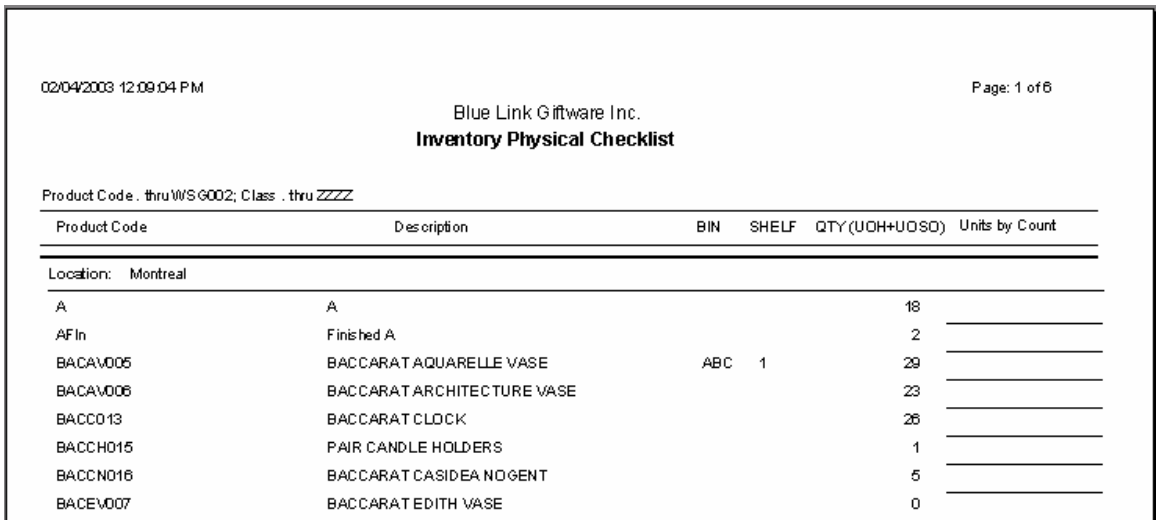
Blue Link Giftware Inc.

**Inventory Availability**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code | Product Description | Total Qty | Cost | Total Value | R Level | Units on Ord | Last Order |
|---|---|---|---|---|---|---|---|
| A | A | | | $990.00 | 0 | | 01/27/2003 |
| Location: Montreal | | 18 | 55 | | | 0 | |
| | Total QTY: | 18 | | Total Units on Order: | | 0 | |
| ARn | Finished A | | | $20.00 | 0 | | |
| Location: Montreal | | 2 | 10 | | | 0 | |
| | Total QTY: | 2 | | Total Units on Order: | | 0 | |
| BACAV005 | BACCARAT AQUARELLE VASE | | | $7,146.63 | 0 | | 01/28/2003 |
| Location: Montreal | | 29 | 142.9325 | | | 2 | |
| Location: Toronto | | 21 | 142.9325 | | | 0 | |
| | Total QTY: | 50 | | Total Units on Order: | | 2 | |

**Inventory on Hand (Physical Checklist)**



02/04/2003 12:09:04 PM Page: 1 of 6

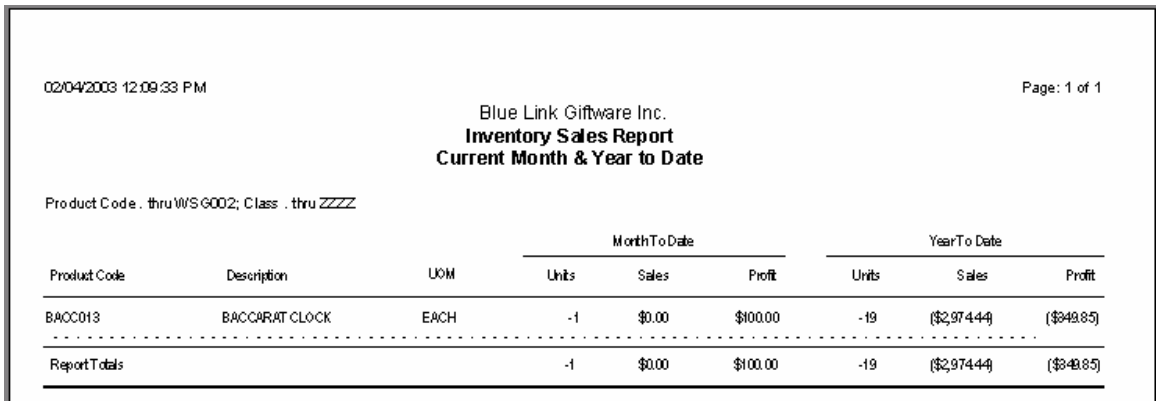
Blue Link Giftware Inc.

**Inventory Physical Checklist**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code | Description | BIN | SHELF | QTY (UOH+UOSO) | Units by Count |
|---|---|---|---|---|---|
| Location: Montreal | | | | | |
| A | A | | | 18 | |
| AFIn | Finished A | | | 2 | |
| BACAV005 | BACCARAT AQUARELLE VASE | ABC | 1 | 29 | |
| BACAV006 | BACCARAT ARCHITECTURE VASE | | | 23 | |
| BACC013 | BACCARAT CLOCK | | | 26 | |
| BACCH015 | PAIR CANDLE HOLDERS | | | 1 | |
| BACCN016 | BACCARAT CASIDEA NOGENT | | | 5 | |
| BACEV007 | BACCARAT EDITH VASE | | | 0 | |

**Inventory Sales Report**



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Blue Link Giftware Inc.

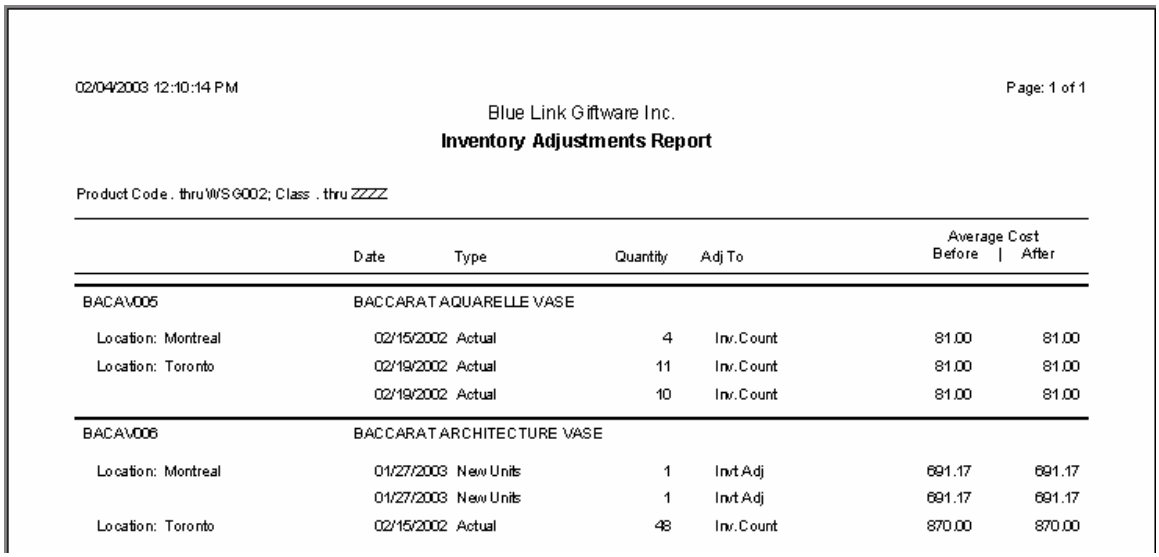
**Inventory Sales Report**

**Current Month & Year to Date**

Product Code . thru WSG002; Class . thru ZZZZ

| | | | Month To Date | | | Year To Date | | |
|---|---|---|---|---|---|---|---|---|
| Product Code | Description | UOM | Units | Sales | Profit | Units | Sales | Profit |
| BACC013 | BACCARAT CLOCK | EACH | -1 | $0.00 | $100.00 | -19 | ($2,974.44) | ($349.85) |
| Report Totals | | | -1 | $0.00 | $100.00 | -19 | ($2,974.44) | ($349.85) |

**Inventory Adjustments Report**



02/04/2003 12:10:14 PM Page: 1 of 1

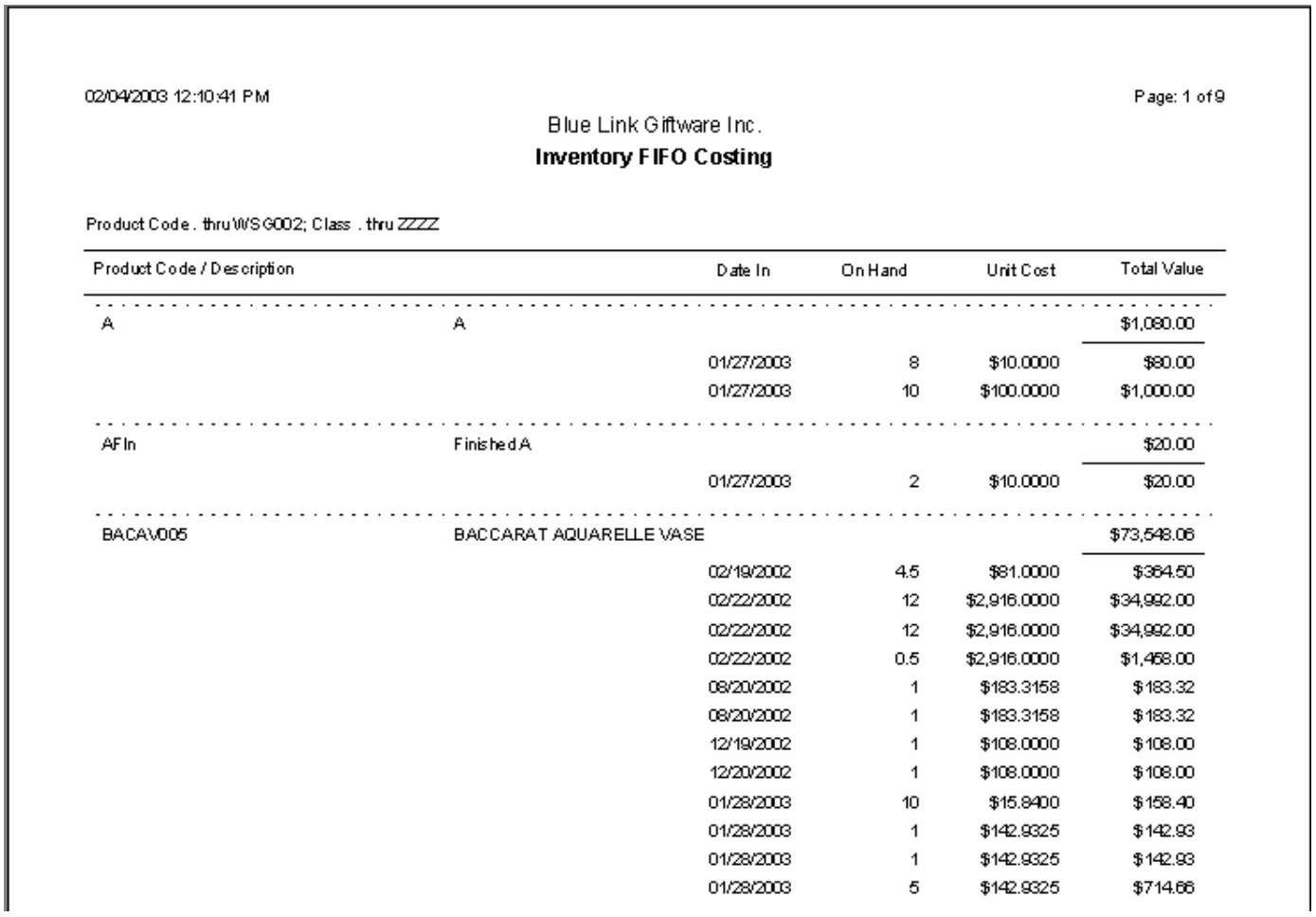
Blue Link Giftware Inc.

**Inventory Adjustments Report**

Product Code . thru WSG002; Class . thru ZZZZ

| | Date | Type | Quantity | Adj To | Average Cost Before | After |
|---|---|---|---|---|---|---|
| BACAV005 | BACCARAT AQUARELLE VASE | | | | | |
| Location: Montreal | 02/15/2002 | Actual | 4 | Inv.Count | 81.00 | 81.00 |
| Location: Toronto | 02/19/2002 | Actual | 11 | Inv.Count | 81.00 | 81.00 |
| | 02/19/2002 | Actual | 10 | Inv.Count | 81.00 | 81.00 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | | | | | |
| Location: Montreal | 01/27/2003 | New Units | 1 | Invt Adj | 691.17 | 691.17 |
| | 01/27/2003 | New Units | 1 | Invt Adj | 691.17 | 691.17 |
| Location: Toronto | 02/15/2002 | Actual | 48 | Inv.Count | 870.00 | 870.00 |

**FIFO Costing**



02/04/2003 12:10:41 PM Page: 1 of 9

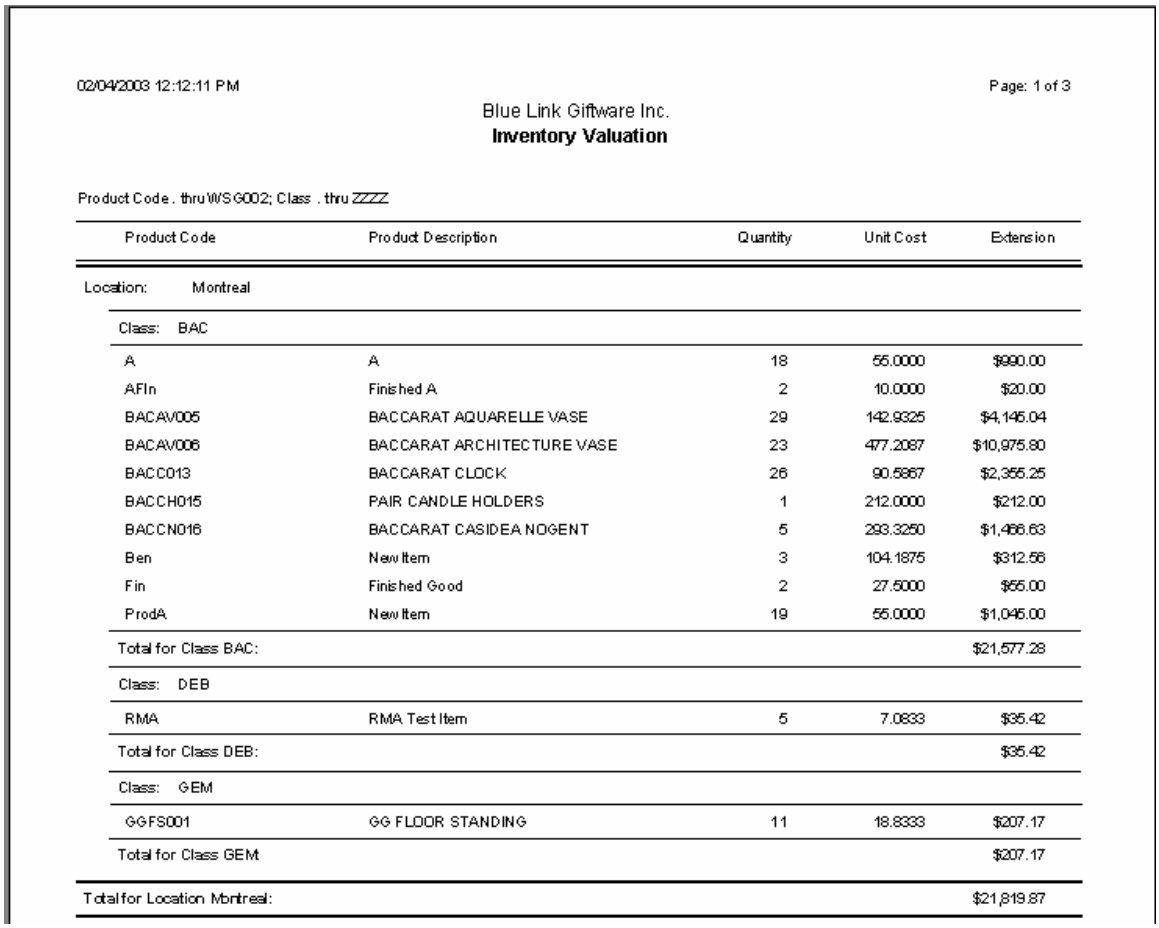
Blue Link Giftware Inc.

**Inventory FIFO Costing**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code / Description | | Date In | On Hand | Unit Cost | Total Value |
|---|---|---|---|---|---|
| A | A | | | | $1,080.00 |
| | | 01/27/2003 | 8 | $10.0000 | $80.00 |
| | | 01/27/2003 | 10 | $100.0000 | $1,000.00 |
| AFIn | Finished A | | | | $20.00 |
| | | 01/27/2003 | 2 | $10.0000 | $20.00 |
| BACA\0005 | BACCARAT AQUARELLE VASE | | | | $73,548.06 |
| | | 02/19/2002 | 4.5 | $81.0000 | $364.50 |
| | | 02/22/2002 | 12 | $2,916.0000 | $34,992.00 |
| | | 02/22/2002 | 12 | $2,916.0000 | $34,992.00 |
| | | 02/22/2002 | 0.5 | $2,916.0000 | $1,458.00 |
| | | 08/20/2002 | 1 | $183.3158 | $183.32 |
| | | 08/20/2002 | 1 | $183.3158 | $183.32 |
| | | 12/19/2002 | 1 | $108.0000 | $108.00 |
| | | 12/20/2002 | 1 | $108.0000 | $108.00 |
| | | 01/28/2003 | 10 | $15.8400 | $158.40 |
| | | 01/28/2003 | 1 | $142.9325 | $142.93 |
| | | 01/28/2003 | 1 | $142.9325 | $142.93 |
| | | 01/28/2003 | 5 | $142.9325 | $714.66 |

**Valuation**



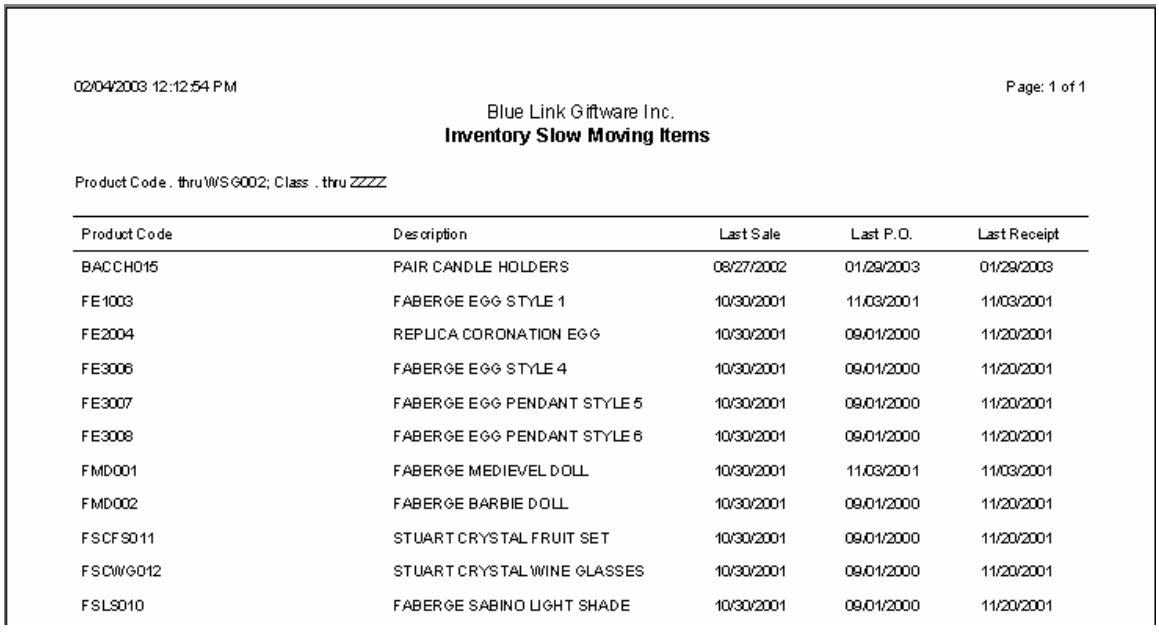
02/04/2003 12:12:11 PM Page: 1 of 3

Blue Link Giftware Inc.
**Inventory Valuation**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code | Product Description | Quantity | Unit Cost | Extension |
|---|---|---|---|---|
| Location: Montreal | | | | |
| Class: BAC | | | | |
| A | A | 18 | 55.0000 | $990.00 |
| AFIn | Finished A | 2 | 10.0000 | $20.00 |
| BACAV005 | BACCARAT AQUARELLE VASE | 29 | 142.9325 | $4,145.04 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 23 | 477.2087 | $10,975.80 |
| BACC013 | BACCARAT CLOCK | 26 | 90.5867 | $2,355.25 |
| BACCH015 | PAIR CANDLE HOLDERS | 1 | 212.0000 | $212.00 |
| BACCN016 | BACCARAT CASIDEA NOGENT | 5 | 293.3250 | $1,466.63 |
| Ben | New Item | 3 | 104.1875 | $312.56 |
| Fin | Finished Good | 2 | 27.5000 | $55.00 |
| ProdA | New Item | 19 | 55.0000 | $1,045.00 |
| Total for Class BAC: | | | | $21,577.28 |
| Class: DEB | | | | |
| RMA | RMA Test Item | 5 | 7.0833 | $35.42 |
| Total for Class DEB: | | | | $35.42 |
| Class: GEM | | | | |
| GGFS001 | GG FLOOR STANDING | 11 | 18.8333 | $207.17 |
| Total for Class GEM: | | | | $207.17 |
| Total for Location Montreal: | | | | $21,819.87 |

**Slow Moving Items**



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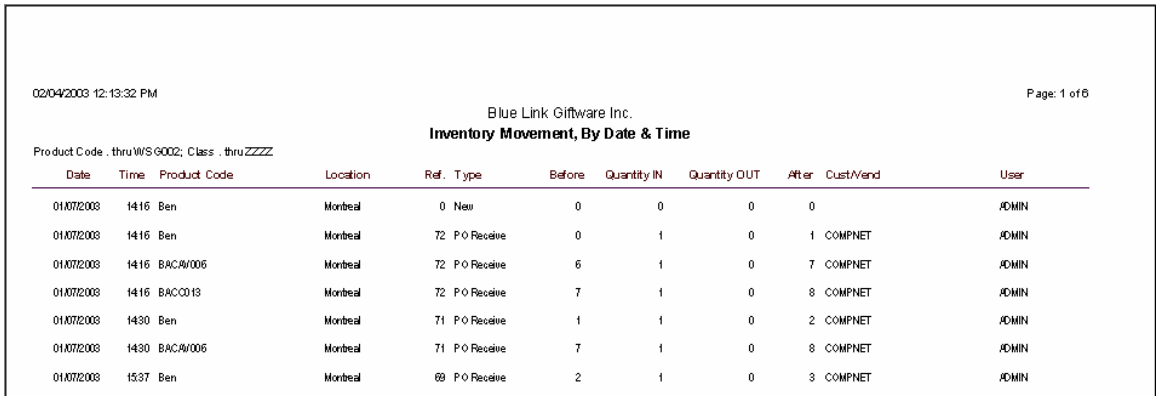
Blue Link Giftware Inc.
**Inventory Slow Moving Items**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code | Description | Last Sale | Last P.O. | Last Receipt |
|---|---|---|---|---|
| BACCH015 | PAIR CANDLE HOLDERS | 08/27/2002 | 01/29/2003 | 01/29/2003 |
| FE1003 | FABERGE EGG STYLE 1 | 10/30/2001 | 11/03/2001 | 11/03/2001 |
| FE2004 | REPLICA CORONATION EGG | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FE3006 | FABERGE EGG STYLE 4 | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FE3007 | FABERGE EGG PENDANT STYLE 5 | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FE3008 | FABERGE EGG PENDANT STYLE 6 | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FMD001 | FABERGE MEDIEVEL DOLL | 10/30/2001 | 11/03/2001 | 11/03/2001 |
| FMD002 | FABERGE BARBIE DOLL | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FSCFS011 | STUART CRYSTAL FRUIT SET | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FSCWG012 | STUART CRYSTAL WINE GLASSES | 10/30/2001 | 09/01/2000 | 11/20/2001 |
| FSLS010 | FABERGE SABINO LIGHT SHADE | 10/30/2001 | 09/01/2000 | 11/20/2001 |

**Inventory Movement Report**



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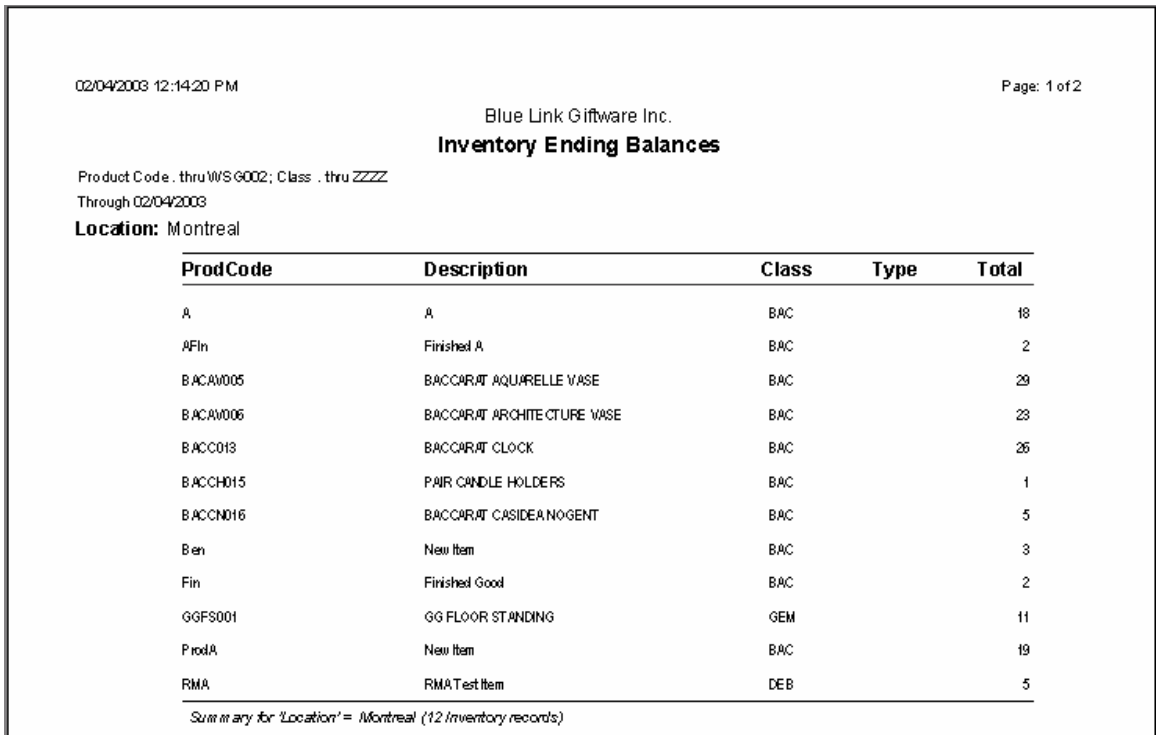
Blue Link Giftware Inc.

**Inventory Movement, By Date & Time**

Product Code . thru WSG002; Class . thru ZZZZ

| Date | Time | Product Code | Location | Ref. | Type | Before | Quantity IN | Quantity OUT | After | Cust/Vend | User |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/07/2003 | 14:16 | Ben | Montreal | 0 | New | 0 | 0 | 0 | 0 | | ADMIN |
| 01/07/2003 | 14:16 | Ben | Montreal | 72 | PO Receive | 0 | 1 | 0 | 1 | COMPNET | ADMIN |
| 01/07/2003 | 14:16 | BACAV006 | Montreal | 72 | PO Receive | 6 | 1 | 0 | 7 | COMPNET | ADMIN |
| 01/07/2003 | 14:16 | BACC013 | Montreal | 72 | PO Receive | 7 | 1 | 0 | 8 | COMPNET | ADMIN |
| 01/07/2003 | 14:30 | Ben | Montreal | 71 | PO Receive | 1 | 1 | 0 | 2 | COMPNET | ADMIN |
| 01/07/2003 | 14:30 | BACAV006 | Montreal | 71 | PO Receive | 7 | 1 | 0 | 8 | COMPNET | ADMIN |
| 01/07/2003 | 15:37 | Ben | Montreal | 69 | PO Receive | 2 | 1 | 0 | 3 | COMPNET | ADMIN |

**Inventory Ending Balances**



02/04/2003 12:14:20 PM Page: 1 of 2

Blue Link Giftware Inc.

**Inventory Ending Balances**

Product Code . thru WSG002; Class . thru ZZZZ

Through 02/04/2003

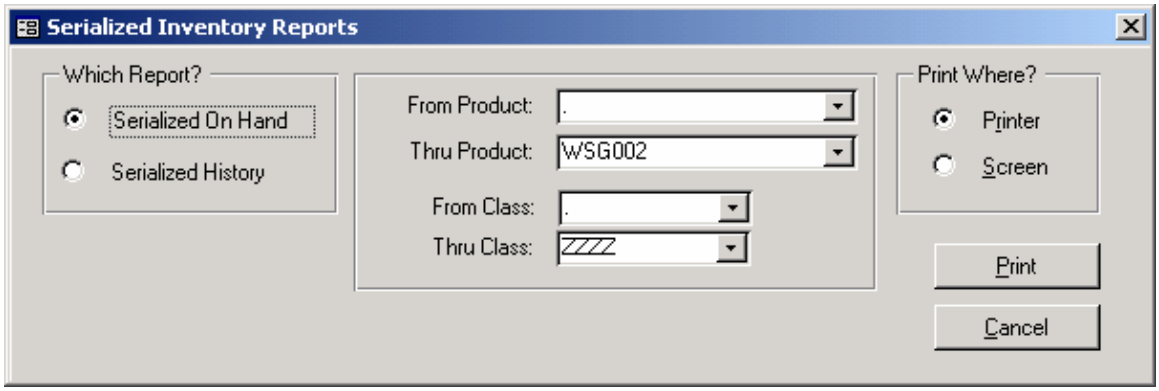
**Location:** Montreal

| ProdCode | Description | Class | Type | Total |
|---|---|---|---|---|
| A | A | BAC | | 18 |
| AFIn | Finished A | BAC | | 2 |
| BACAV005 | BACCARAT AQUARELLE VASE | BAC | | 29 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | BAC | | 23 |
| BACC013 | BACCARAT CLOCK | BAC | | 26 |
| BACCH015 | PAIR CANDLE HOLDERS | BAC | | 1 |
| BACCN016 | BACCARAT CASIDEANOGENT | BAC | | 5 |
| Ben | New Item | BAC | | 3 |
| Fin | Finished Good | BAC | | 2 |
| GGFS001 | GG FLOOR STANDING | GEM | | 11 |
| ProdA | New Item | BAC | | 19 |
| RMA | RMA Test Item | DEB | | 5 |

*Summary for 'Location' = Montreal (12 inventory records)*

# 12.17 Serialized Inventory Report

Use this function to print a list of all serialized inventory items in inventory.




**Which Report?**
You may print a report of serialized inventory on hand or a serialized history report.

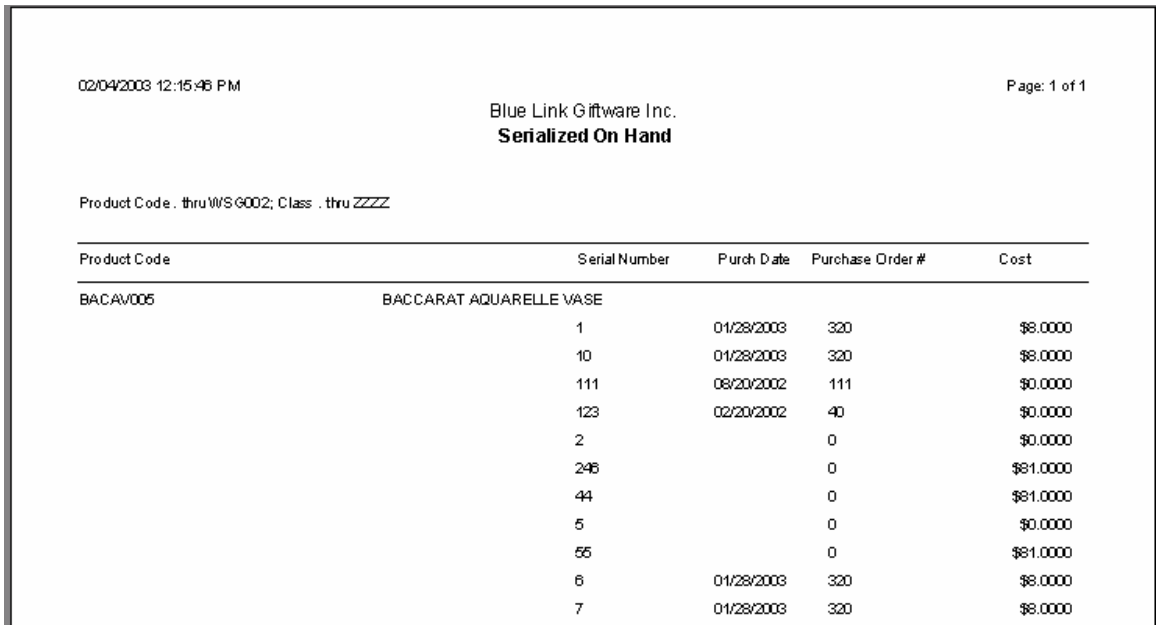
**From/Thru Product**

**From/Thru Class**
You may enter ranges of product codes and classes to limit your report. If you do not enter limits, the report will print all the inventory items.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the “Print” button to send it to the printer or the screen or the “Cancel” button to cancel the request.

The report lists the product code, description, serial #, purchase date and invoice number under which the item was purchased.

Serialized On Hand



02/04/2003 12:15:46 PM Page: 1 of 1

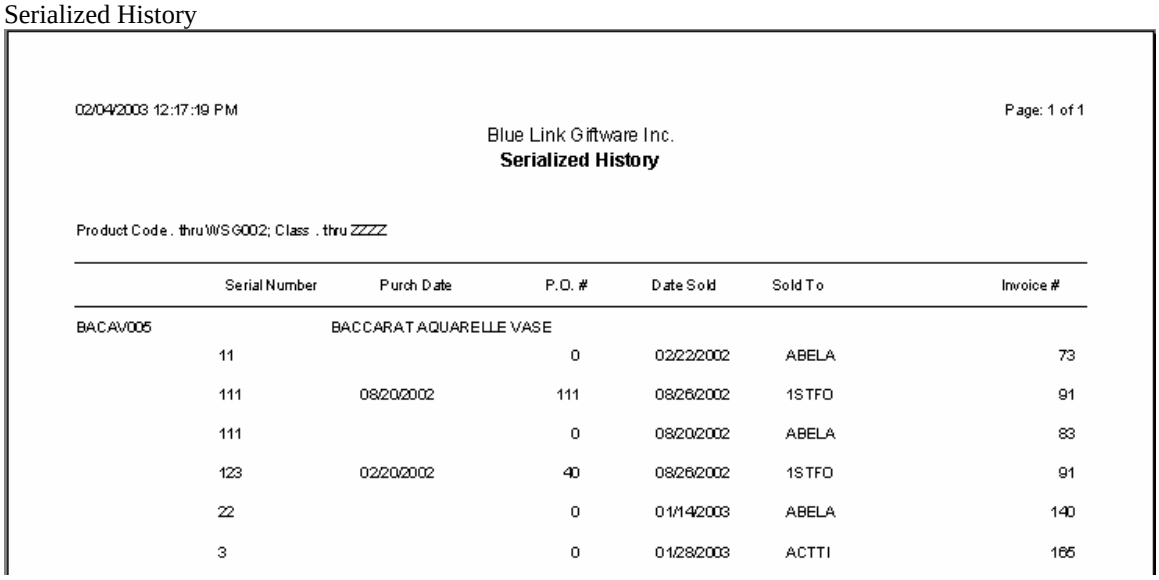
Blue Link Giftware Inc.

**Serialized On Hand**

Product Code . thru WSG002; Class . thru ZZZZ

| Product Code | | Serial Number | Purch Date | Purchase Order # | Cost |
|---|---|---|---|---|---|
| BACAV005 | BACCARAT AQUARELLE VASE | | | | |
| | | 1 | 01/28/2003 | 320 | $8.0000 |
| | | 10 | 01/28/2003 | 320 | $8.0000 |
| | | 111 | 08/20/2002 | 111 | $0.0000 |
| | | 123 | 02/20/2002 | 40 | $0.0000 |
| | | 2 | | 0 | $0.0000 |
| | | 246 | | 0 | $81.0000 |
| | | 44 | | 0 | $81.0000 |
| | | 5 | | 0 | $0.0000 |
| | | 55 | | 0 | $81.0000 |
| | | 6 | 01/28/2003 | 320 | $8.0000 |
| | | 7 | 01/28/2003 | 320 | $8.0000 |

Serialized History



02/04/2003 12:17:19 PM Page: 1 of 1

Blue Link Giftware Inc.

**Serialized History**

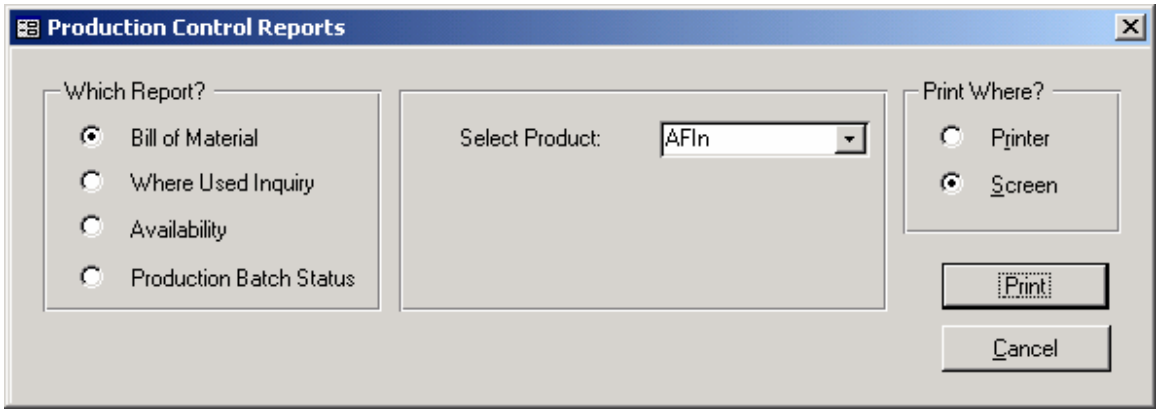
Product Code . thru WSG002; Class . thru ZZZZ

| | Serial Number | Purch Date | P.O. # | Date Sold | Sold To | Invoice # |
|---|---|---|---|---|---|---|
| BACAV005 | BACCARAT AQUARELLE VASE | | | | | |
| | 11 | | 0 | 02/22/2002 | ABELA | 73 |
| | 111 | 08/20/2002 | 111 | 08/26/2002 | 1STFO | 91 |
| | 111 | | 0 | 08/20/2002 | ABELA | 83 |
| | 123 | 02/20/2002 | 40 | 08/26/2002 | 1STFO | 91 |
| | 22 | | 0 | 01/14/2003 | ABELA | 140 |
| | 3 | | 0 | 01/28/2003 | ACTTI | 165 |

# 12.18 Print Production Control

Use this function to print a list of your Production Control Reports. These reports include the Bill of Material for a finished good, the Availability of those components, which finished goods an individual component is used is and Production Batch Status report.

**Which Report?**
The **Production Control** and **Where Used Inquiry** reports are selected by product code.

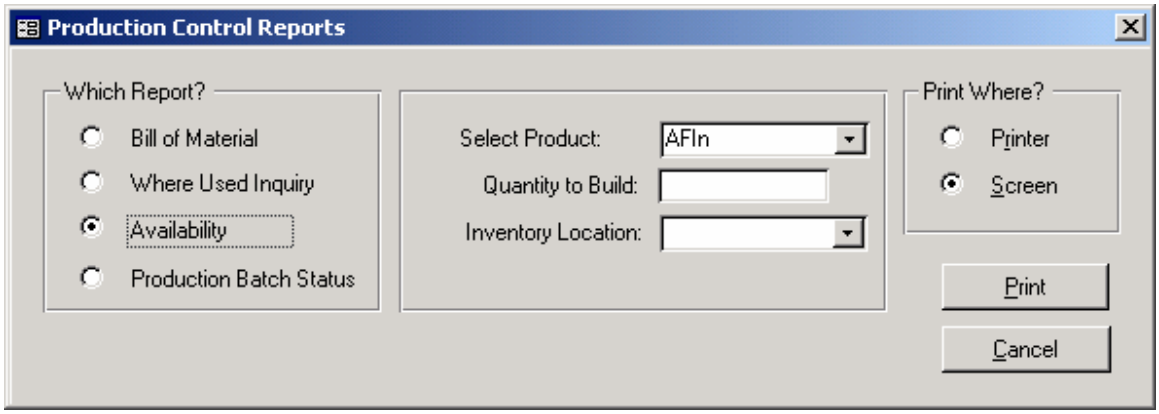



**Select Product**
Select a Product Code from the drop down list to print on the report.

1. For Bill of Material, only finished goods are listed.

2. For Where Used Inquiry, all inventory items that could be used to produce finished goods (eg. Regular, Non-Inventory or Kit) are listed.

**Which Report?**
The **Availability** report requires a product code, quantity to build and inventory location and produces a report that details the components, description, quantity of components required, units on hand, units on P/O, units on B/O, and quantity short.

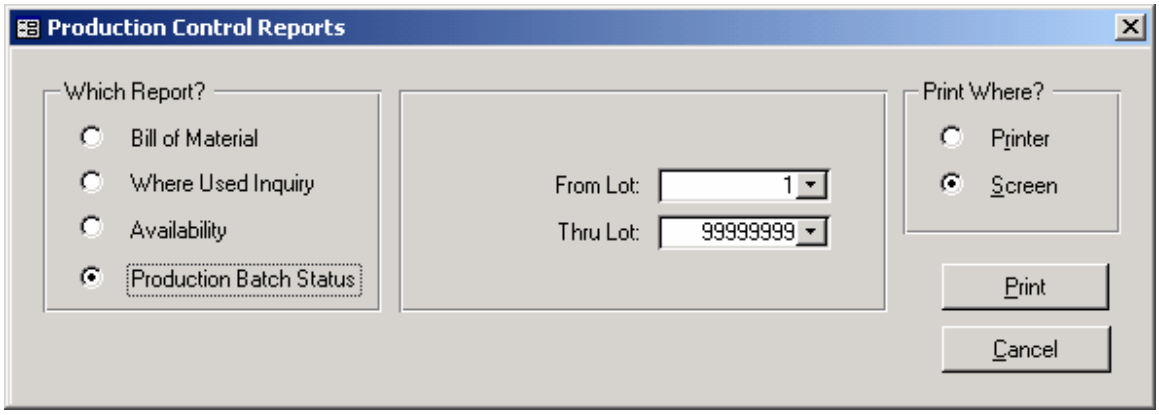


**Select Product**
Select a Product Code from the drop down list to print on the report.

**Quantity to Build**
Type in the number of finished products you wish to build.

**Inventory Location**
Select the Inventory Location from the drop down list.

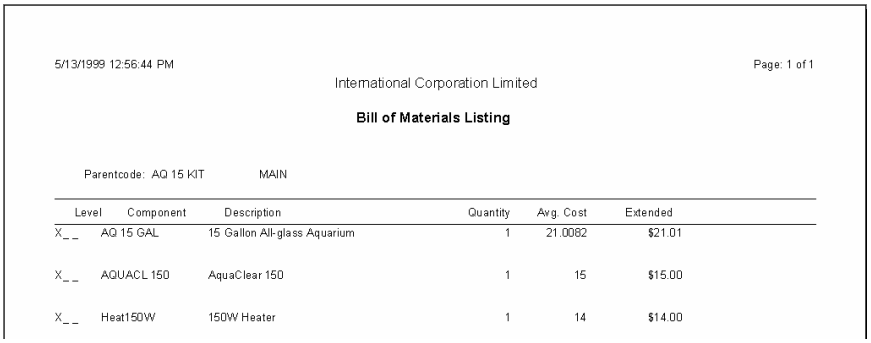
**Which Report?**
The **Production Batch Status** report may be limited by lot number and details the product lot #, code, description, Production Status, quantity, location, customer code issue and ship date, start and completion date. In addition, the description of the components of the BOM, the quantity of components required and assigned and quantity short.




**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## *Sample Reports*

**Bill of Materials Listing**



5/13/1999 12:56:44 PM Page: 1 of 1

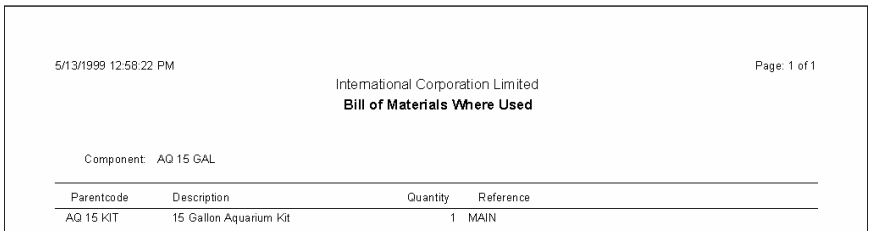
International Corporation Limited

**Bill of Materials Listing**

Parentcode: AQ 15 KIT MAIN

| Level | Component | Description | Quantity | Avg. Cost | Extended |
|---|---|---|---|---|---|
| X_ _ | AQ 15 GAL | 15 Gallon All-glass Aquarium | 1 | 21.0082 | $21.01 |
| X_ _ | AQUACL 150 | AquaClear 150 | 1 | 15 | $15.00 |
| X_ _ | Heat150W | 150W Heater | 1 | 14 | $14.00 |

## Bill of Materials – Where Used



5/13/1999 12:58:22 PM Page: 1 of 1

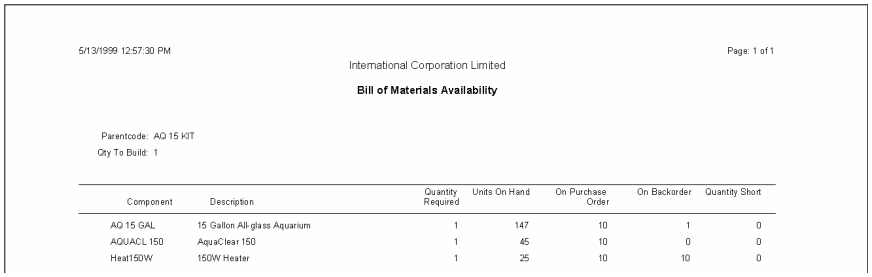
International Corporation Limited

**Bill of Materials Where Used**

Component: AQ 15 GAL

| Parentcode | Description | Quantity | Reference |
|---|---|---|---|
| AQ 15 KIT | 15 Gallon Aquarium Kit | 1 | MAIN |

## Bill of Materials Availability



5/13/1999 12:57:30 PM Page: 1 of 1

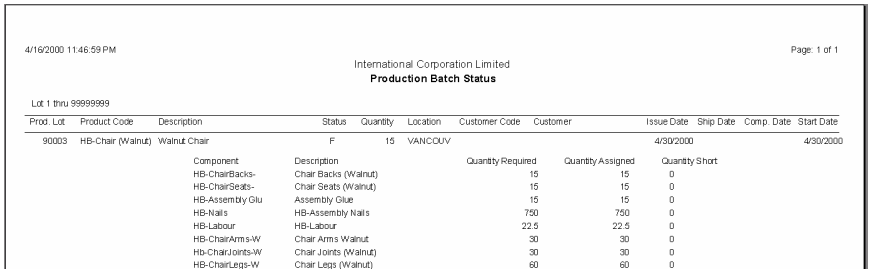
International Corporation Limited

**Bill of Materials Availability**

Parentcode: AQ 15 KIT
Qty To Build: 1

| Component | Description | Quantity Required | Units On Hand | On Purchase Order | On Backorder | Quantity Short |
|---|---|---|---|---|---|---|
| AQ 15 GAL | 15 Gallon All-glass Aquarium | 1 | 147 | 10 | 1 | 0 |
| AQUACL 150 | AquaClear 150 | 1 | 45 | 10 | 0 | 0 |
| Heat150W | 150W Heater | 1 | 25 | 10 | 10 | 0 |

## Production Batch Status



4/16/2000 11:46:59 PM Page: 1 of 1

International Corporation Limited

**Production Batch Status**

Lot 1 thru 99999999

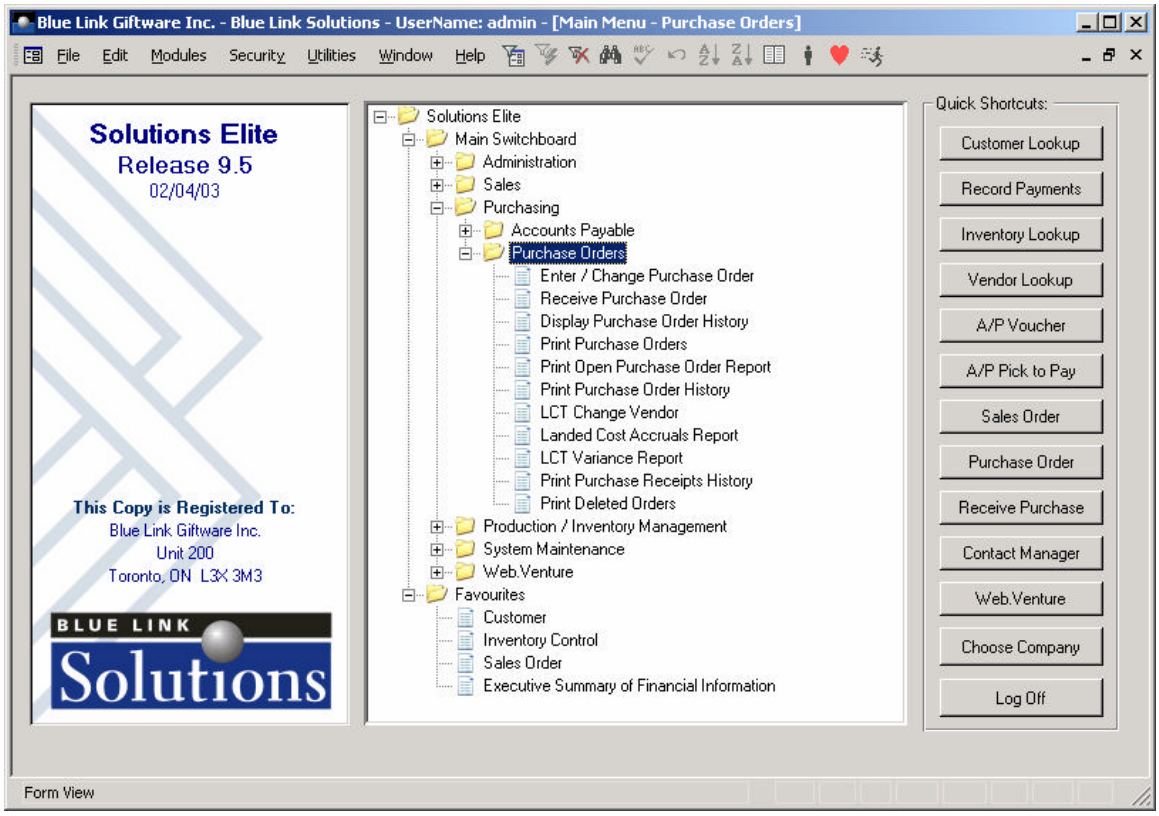
| Prod. Lot | Product Code | Description | Status | Quantity | Location | Customer Code | Customer | Issue Date | Ship Date | Comp. Date | Start Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 90003 | HB-Chair (Walnut) | Walnut Chair | F | 15 | VANCOUV | | | 4/30/2000 | | | 4/30/2000 |

| Component | Description | Quantity Required | Quantity Assigned | Quantity Short |
|---|---|---|---|---|
| HB-ChairBacks- | Chair Backs (Walnut) | 15 | 15 | 0 |
| HB-ChairSeats- | Chair Seats (Walnut) | 15 | 15 | 0 |
| HB-Assembly Glu | Assembly Glue | 15 | 15 | 0 |
| HB-Nails | HB-Assembly Nails | 750 | 750 | 0 |
| HB-Labour | HB-Labour | 22.5 | 22.5 | 0 |
| HB-ChairArms-W | Chair Arms Walnut | 30 | 30 | 0 |
| Hb-ChairJoints-W | Chair Joints (Walnut) | 30 | 30 | 0 |
| HB-ChairLegs-W | Chair Legs (Walnut) | 60 | 60 | 0 |

# 13: Purchase Order

The Purchase Order module allows you to enter, edit, delete or review your purchase orders (P.O.'s).

Access the Purchase Order screen through **Purchasing | Purchase Orders**.



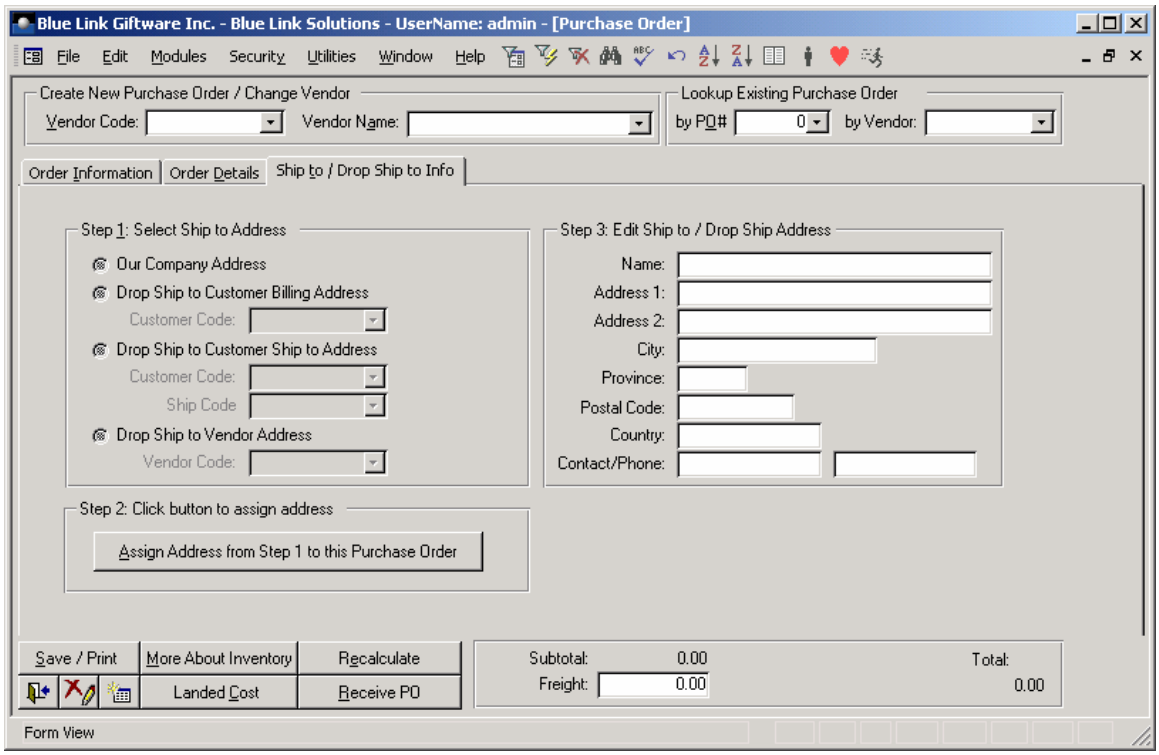

You can record receipt of goods on P.O., keep track of partial receipts, delete an invalid P.O., and invoice the received portion of an order separately. You can print your P.O.'s onto preprinted forms, or print them formatted and titled onto blank paper. You can print a listing of open P.O.'s in order to track the orders you have coming in.

In addition, the Purchase Order module keeps a complete history of all posted purchase orders for your convenience. These history purchase orders are the same as the purchase order entry screen, with all entries labeled. You can display individual purchase orders on the screen, or print within a specified range.

Before using the Purchase Order module, you need to set up your vendors in **Enter/Change Vendor** and create your inventory items **(Enter/Change Inventory Item)**. The defaults for the Accounts Payable and Purchase Order can be set in the System Interface.

# 13.1 Enter/Edit Purchase Order

Use this function to enter regular or credit purchase orders for your vendors. You can include both regular and non-inventory items on one P.O. This program will also print a copy of the P.O.




## 13.1.1 ORDER INFORMATION

**Create New Purchase Order / Change Vendor**
Create new P.O. from selecting the vendor's code or the vendor's name.

**Lookup Existing Purchase Order**
Recall an existing purchase order, by selecting the P.O. number or search by vendor code.

### *Vendor Information*

**Name, Address 1, Address 2, C/P/P, Country**
Filled in from the vendor record. You can make changes for this order if required.

**Attention**
To whom this P.O. is directed to.

### *Location and Shipping Information*

**Location**
If you are using multiple inventory locations and you want the received goods from this P.O. to be added to units on hand in a particular location, enter that location here. The offered default is the first location entered when you set up your locations. Once you enter product items you may not change the location.

**Ship Via**
The method of shipment. This is a 15 character alphanumeric field. The offered default is the entry used in the **Enter/Change Vendor Information** screen.

**FOB**
This is the FOB destination for goods reflected on this order.

## *Vendor Terms / Tax Authority*

**Terms (Required)**
The payment terms. The offered default is the terms type specified for the vendor in **Enter/Change Vendor Information**.

**Tax Authority (Required)**
Enter the tax authority by code or from the drop down list under which this order is taxable. If you choose a tax code with PST, then PST will be calculated on all type "N" inventory items.

## *Order information*

**P.O. # (Required)**
The number of this P.O. To reduce the likelihood of fraud, the PO Number is assigned by the system. To set the default for the starting P.O. number, please refer to **System Maintenance**. To look up an existing P.O., enter the P.O. number or use the F4 list display option.

**Date**
The date this P.O. is entered. The entry in this field defaults to the current date.

**Entered By**
This will default to the Logon User ID.

## *Reference Information*

**Reference #**
Enter the Vendor's reference number if applicable. If there is a reference number entered, it will print on the purchase order. (Text field)

**Type of P.O.**
The type of P.O. being entered which is for memo purposes only.

**Dept**
The department code you wish to reference for this P.O.

## *Order Details Defaults*

**Default Vendor's Last Price**
This will be defaulted based on the setup in **System Interface | System Master | Data Entry & Other Defaults.** This section allows you to specify the defaults to be used when an item is added to the P.O.

1. **Vendor Cost Specified** – if this is selected the price will default based on the price set up for this vendor in **Inventory | Enter / Change Inventory Item** on the Vendors per product tab. This is ideal if you have a price list from your vendors or major suppliers.

2. **Last Price** – if this is selected, the last price you purchased this product from this vendor will be populated. This is ideal if you do not have vendor price list, but want Blue Link Solutions to remember the price you last purchased at.

3. **None** – if this is selected, neither of the above two options are applicable. This means that the price is always $0 until changed. This is ideal if prices constantly change and therefore you want your purchaser to check what the prices are and then enter them.

**Item Description Language**
This allows you to select whether the invoice descriptions are printed in the main language or the 2nd language as described in the inventory file.

**Job Costing**
These relate to the Job Costing module. If you are not using Job Costing, then you may make these fields inactive in **System Maintenance | Master Lists | Job Costing** and uncheck the "Show Job Detail On? | PO"

✍ **Job Code**
You can select a job code that this P.O. relates to. This will default as the job for each line item.

✍ **Cost Code**
You can select a cost code that this P.O. relates to. This will default as the cost code for each line item.

Internal Notes
Use this memo field to write a description of this purchase order. This does not print anywhere, but can be used as a reference.

### 13.1.2 ORDER DETAILS

**Product Code (Required)**
The inventory product code for the line item, from **Enter/Change Inventory Information**. If the product is not entered in the inventory files, you cannot use it here.

**Product Description**
The inventory product description is displayed here when the Product Code is entered. You can change this description on the purchase order, without changing the description stored in the inventory file.

**UOM**
If you are using the Unit of Measure feature, select the UOM for which you are purchasing in from this vendor. This may default if set up in **Inventory | Enter / Change Inventory Item** on the Vendors per Product tab for this item and this vendor.

**Quantity (Required)**
The number of units ordered.

**Taxable (T) (Required)**
You can now choose whether each line item is taxable. You are offered a default from the inventory file.

**Price**
Type in the price of the item you are buying from your supplier. Click on the **More About Inventory** button to view the last purchase cost.

**Discount**
You can type in a discount off the gross unit price for this line item. This is a Percentage numeric field.

**Extension**
The price relating to the quantity entered. This field will be automatically calculated.

**Est. Ship**
The estimated date of receipt. The default is the system date. However if you know the lead time from order to receipt for a particular item, you may enter in the days to order in **Inventory | Enter / Change Inventory Item | More Info** tab.

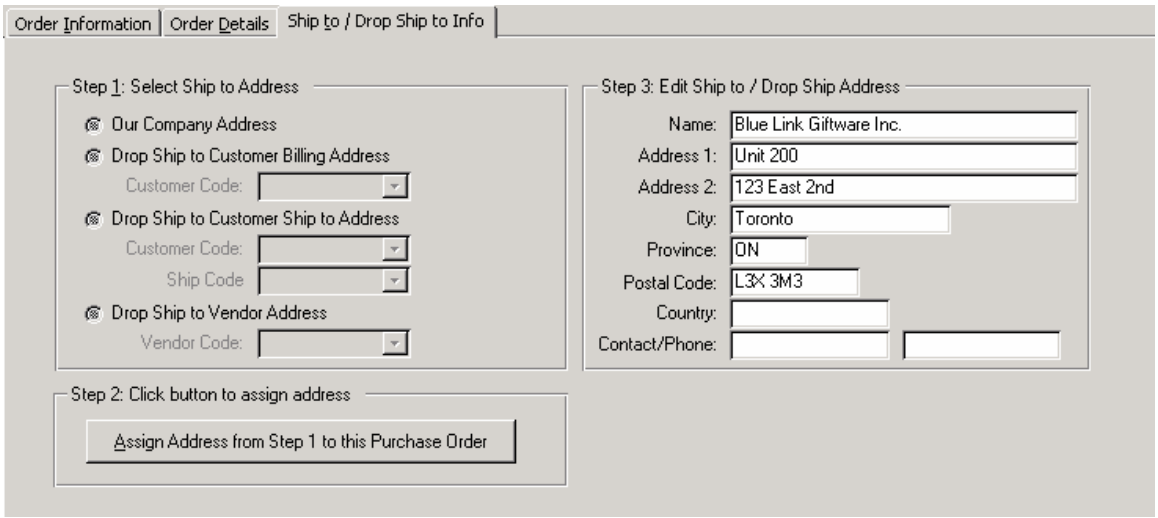
**GL Account**
The GL expense account to which type "N" inventory item purchases should be posted. This allows the Purchase Order system to handle items which are not tracked in the inventory system, such as Office Supplies, or Subcontractor Labour. This field is not used with type "R", "K", or "F" items.

**Dept**
The department code for the GL account chosen in the GL Account field appears in this field

**Vendor Prod Code**
This is the vendor's product code. If you have set up the vendor's product code in **Inventory | Enter / Change Inventory Item | Vendors per Product** tab, then it will default here. If you change the vendor's product code here, the system will prompt you to update the master record.

**Extended Notes**
This is a memo field. You may type in notes relating to that particular line item. This will print on the P.O. just below the line item.

## 13.1.3 SHIP TO / DROP SHIP TO INFO


Order Information
Order Details
Ship to / Drop Ship to Info
Step 1: Select Ship to Address
Our Company Address
Drop Ship to Customer Billing Address
Customer Code:
Drop Ship to Customer Ship to Address
Customer Code:
Ship Code
Drop Ship to Vendor Address
Vendor Code:
Step 2: Click button to assign address
Assign Address from Step 1 to this Purchase Order
Step 3: Edit Ship to / Drop Ship Address
Name: Blue Link Giftware Inc.
Address 1: Unit 200
Address 2: 123 East 2nd
City: Toronto
Province: ON
Postal Code: L3X 3M3
Country:
Contact/Phone:

### *Step 1 – Select Ship to Address*

Select one of the following options for the ship to address for this P.O.

- **Our Company Address –** this is defaulted. If this is selected, the company address set up in **System Maintenance | System Master | Company Information** will be the ship to address to print on the P.O.

- **Drop Ship to Customer Billing Address -** select a customer's billing address this belongs to if this is

a drop shipment. This billing address will then be the

- **Drop Ship to Customer Ship to Address -** first select the Customer Code, then select one of the selected customer's ship codes. This ship code will then be the ship to address for this P.O.

- **Drop Ship to Vendor Address –** if this shipment is going directly to another vendor then select the vendor code applicable. This vendor's address will appear as the ship to address on the P.O.

## *Step 2 – Click Button to Assign Address*

Assign the address selected in Step 1, to the P.O.

## *Step 3 – Edit Ship to / Drop Ship Address*

You may choose to edit the selected information for this P.O. It will not update the master information.

**Subtotal**
The subtotal amount for the P.O., displayed as a running subtotal during line item entry.

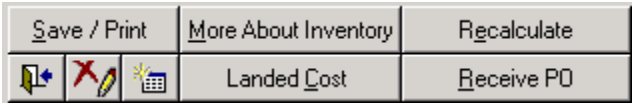
**Freight**
The freight charges for this P.O. You must remember to enter this before saving the P.O.

**Tax Group 1**
The amount of Tax Group 1 for this P.O., calculated when the P.O. is saved.

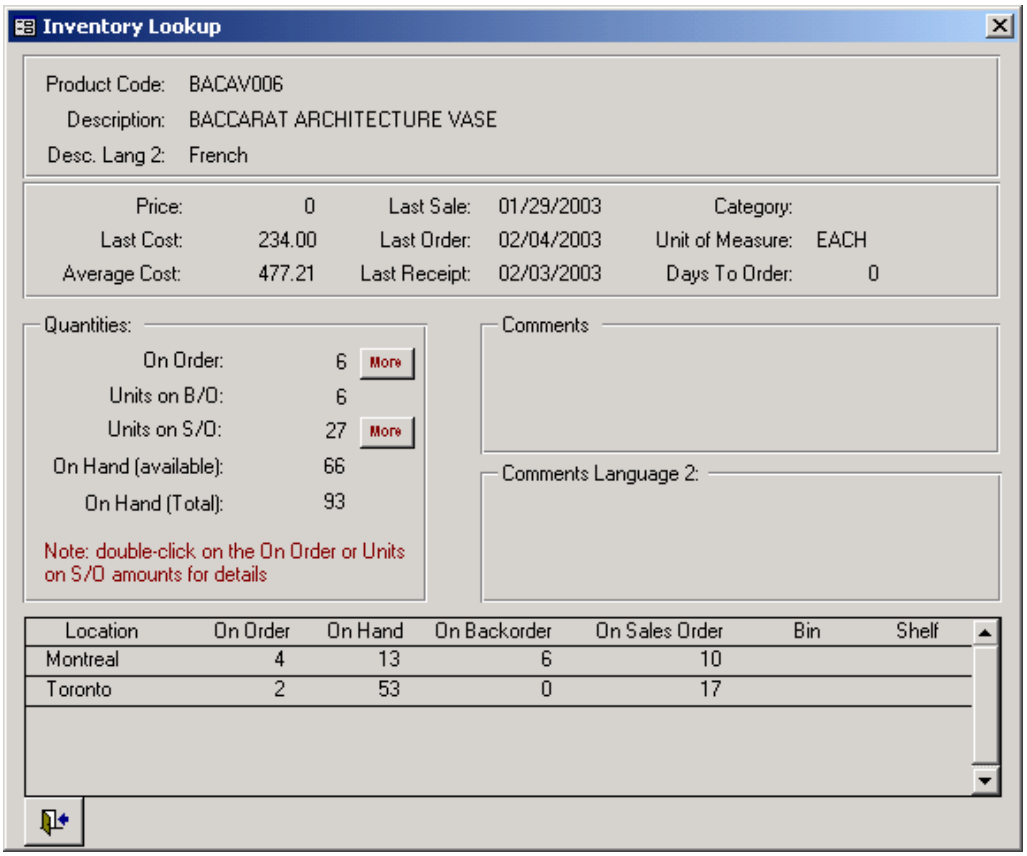
**Tax Group 2**
The amount of Tax Group 2 for this P.O., calculated when the P.O. is saved.

**Total**
The total amount of the P.O., subtotal + freight + Tax Group 1 + Tax Group 2. This is calculated and displayed only after the P.O. is saved.

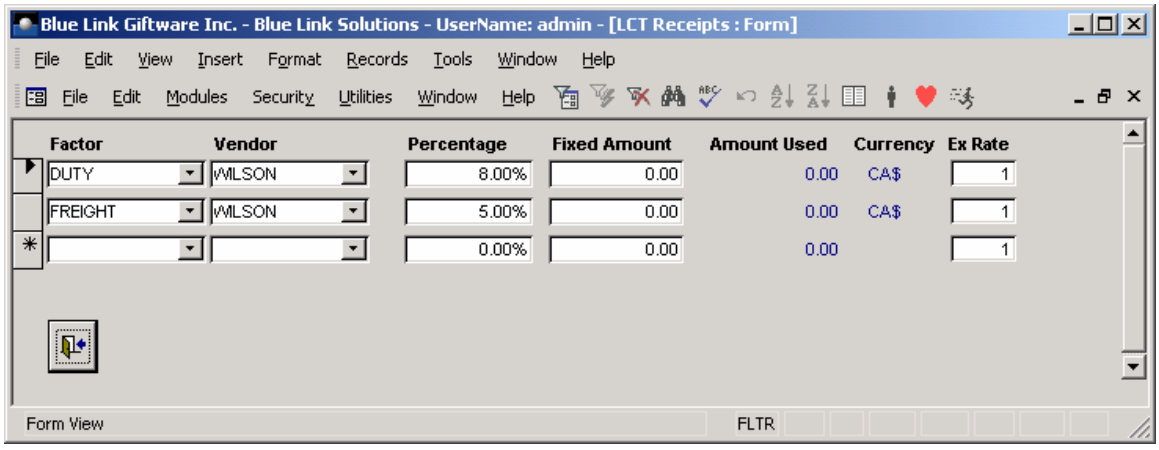
At the bottom of the screen are buttons labeled **More About Inventory**, **Landed Cost Accruals, Receive PO, Save/Print and Recalculate**. These are described below.




**More About Inventory Button**
Clicking this button accesses an inventory summary screen for this item, detailing product code, description, units of measure, last receipt date, retail price, last cost and average cost. You are also shown location and quantity of the item on hand, on order, on back order and on sales order.

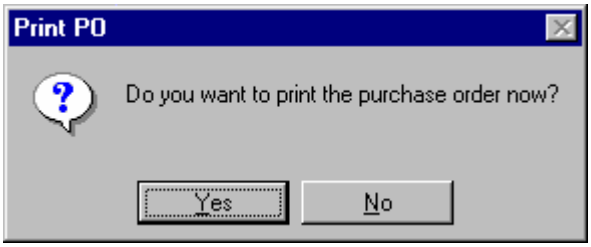



**Landed Cost Button** ✍
Clicking on this button displays the following screen where you can estimate your landed cost for the purchase. See Chapter 19 – Elite Features for details.

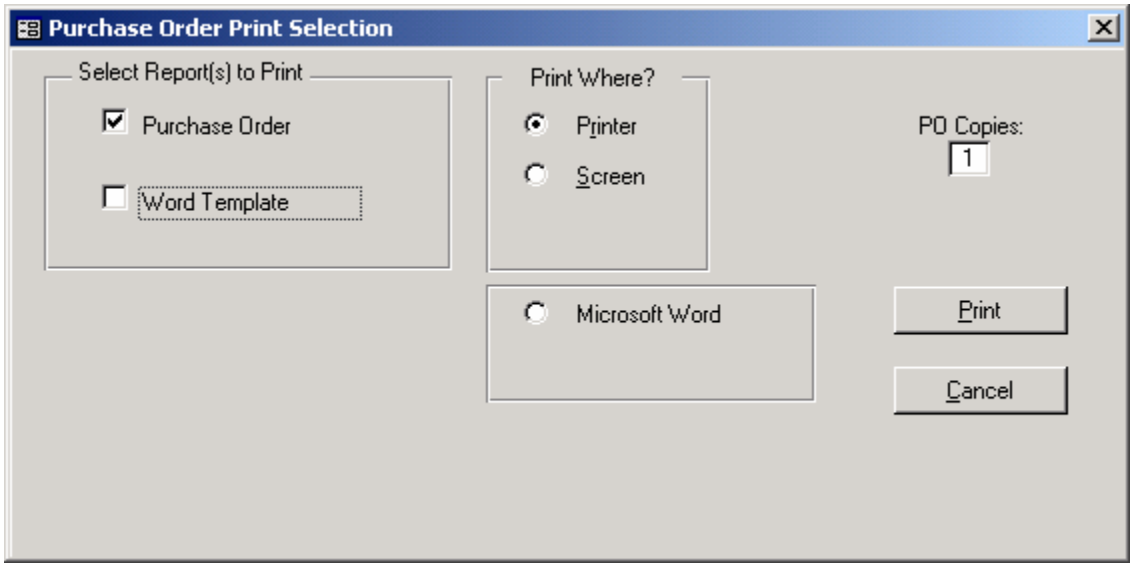

Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [LCT Receipts : Form]
File Edit View Insert Format Records Tools Window Help
File Edit Modules Security Utilities Window Help
Factor Vendor Percentage Fixed Amount Amount Used Currency Ex Rate
DUTY WILSON 8.00% 0.00 0.00 CA$ 1
FREIGHT WILSON 5.00% 0.00 0.00 CA$ 1
0.00% 0.00 0.00 1
Form View
FLTR

**Receive PO**
By clicking on this button you will go straight to the Receive Purchase Order screen with this P.O. already selected.

**Save/Print Button**
Clicking on this button saves and posts the P.O. and allows you to print the P.O. This can be done at any time during P.O. entry.




Click Yes to post and print the Purchase Order; click No to cancel the request. If you click Yes, the following screen will be displayed:




**Recalculate**
By clicking on this button the figures at the bottom of the screen will be recalculated.

**Purchase Order**
Choosing this setting will print Solution's Purchase Order format if you choose to send the document to the printer or the screen. If you choose Microsoft Word, Blue Link Solutions will use the Word Template you specified in **System Maintenance | System Master | Outlook and Word.**

Choose to direct the output to the printer, the screen, or to Microsoft Word. If you choose Microsoft Word you will have the opportunity to specify where Word sends the document. If you choose to print to the printer, the PO will be printed using the Word template specified in **System Maintenance | System Master | Outlook and Word**. If you choose to print to the printer and choose "Mail It" or "Fax", the PO will be sent through the Internet using E-mail only if the following two criteria are met:

a) you are using Outlook for Email/Faxing

b) The Contact Person specified on the order is already in the Outlook Contact folder with a valid Email address/Fax number.

If you choose to print to the screen, Microsoft Word will load and the invoice will be displayed. You can then edit and/or print it from Microsoft Word.

**Word Template**
The Word Template option is similar to the Microsoft Word PO type. Blue Link Solutions will generate a document from the information on the purchase order based on whatever format you specify. You can use this function to generate customized documents.

Use the **Browse** button to specify the Word template file that you want to use. When printing to the printer you have the option of directing the document to be faxed, emailed or printed.

To create a new document template, refer to Chapter 6 for details on the merge fields required.

### 13.1.4 ADDING A NEW P.O.

1. When the screen is first displayed, the cursor is located in the Vendor field. If it is not, then click the "New" button.
2. Select a Vendor by clicking on the down arrow or press F4.
3. You must enter a valid Vendor Code or Vendor Name. If the vendor you want to create this P.O. does not exist then you will need to return to **Enter/Change Vendor Information**, to create a new record in the vendor file.
4. Verify the vendor information and you may change the information for this P.O.
5. Verify the shipping and location information. This is defaulted from the setup of the vendor but may be overridden. The location is the warehouse you will receive the items into.
6. Verify terms and tax authority information. These are required fields so ensure that they are filled out.
7. For the Date field, today's date is automatically entered. You may double click on this field to select the calendar control option.
8. Enter any reference information you feel is important or necessary.
9. In the detail section of the P.O. screen, enter the product code for the item ordered. Use the drop down list to view available choices.

| Note: | The description of the item defaults to the description from the inventory file. You may change the description that will be printed on the P.O. The change will not affect the inventory file. |
|---|---|

10. Quantity defaults to 0. You must enter a non-zero quantity.

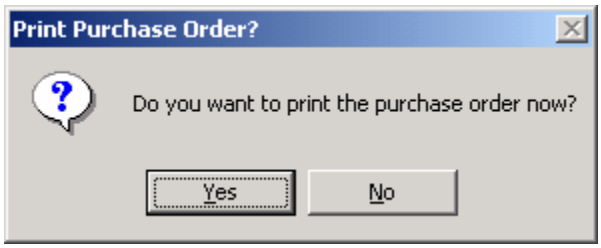
| Note: | You must enter a product code before entering any quantity, discount, or description information. |
|---|---|

11. If you entered a tax authority in the first Tax field, the program will allow you to enter whether an individual line item is taxable. If it is, enter **Y** in the Taxable field. This will default to Yes.
12. You can change the price of the item using a current vendor price list or click on the **More About Inventory** button to the Inventory Lookup information.
13. You may also enter a discount percentage for this line item that will appear on the P.O. Each line item can have its own discount rate.

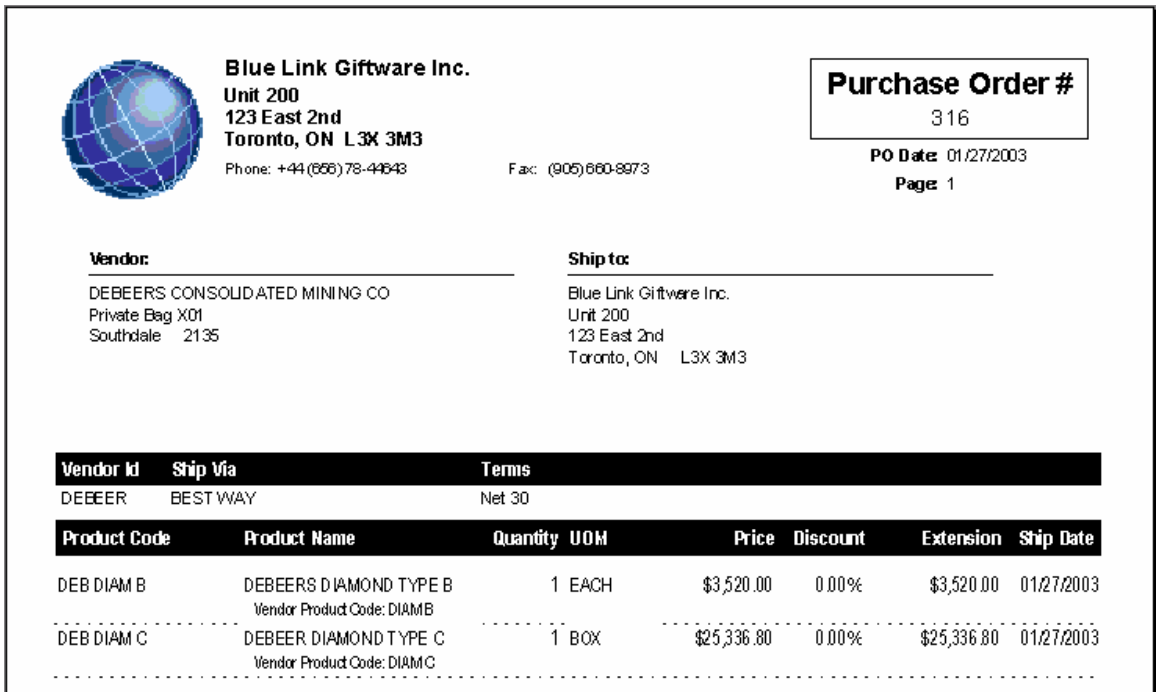
14. If you have entered a type "N" product code, you will be able to enter a GL Account to which it should be posted. This would normally be an expense account. NOTE: Do not post these items to inventory asset accounts, as this will cause your inventory control account to go out of balance. Generally these items are being expensed upon receipt and therefore an expense account is most commonly used (unless this is an asset purchase).

The program will then return to the **Product Code** field and you may enter the next line item. You can include both regular and non-inventory type items on a P.O.

**Save and Exit**
To mark the transaction as complete, press the **Save/Print** at any time during entry. The following screen will be displayed:




Click Yes to print the P.O.; click No to cancel the request.



**Blue Link Giftware Inc.**
**Unit 200**
**123 East 2nd**
**Toronto, ON L3X 3M3**
Phone: +44 (656) 78-44643 Fax: (905) 660-8973

**Purchase Order #**
316
**PO Date** 01/27/2003
**Page** 1

**Vendor:**
DEBEERS CONSOLIDATED MINING CO
Private Bag X01
Southdale 2135

**Ship to:**
Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3X 3M3

| Vendor Id | Ship Via | Terms |
|---|---|---|
| DEBEER | BEST WAY | Net 30 |

| Product Code | Product Name | Quantity | UOM | Price | Discount | Extension | Ship Date |
|---|---|---|---|---|---|---|---|
| DEB DIAM B | DEBEERS DIAMOND TYPE B<br>Vendor Product Code: DIAMB | 1 | EACH | $3,520.00 | 0.00% | $3,520.00 | 01/27/2003 |
| DEB DIAM C | DEBEER DIAMOND TYPE C<br>Vendor Product Code: DIAMC | 1 | BOX | $25,336.80 | 0.00% | $25,336.80 | 01/27/2003 |

Saving a P.O. updates units on order for the specified location in the inventory location file, adds the P.O. to the P.O. files, and updates the next P.O. number in **System Interface**. You then have the option of printing the Purchase Order. You may print the Purchase Order now or later, using **Print Purchase Order**.

A previously entered P.O. may be changed any number of times until it is received using **Receive P.O.**

The P.O. will **NOT** be posted to the G/L, Accounts Payable, or Inventory files until the P.O. is received using **Receive P.O.'s**. Until then, the items will be reflected as "Units on P.O."

### 13.1.5 CHANGING AN EXISTING P.O.

1. Click the "New" button.
2. Select the P.O. # from the drop down list under Lookup Existing Purchase Order. The information for that P.O. is displayed, and the cursor is placed in the **Vendor Code** field.
3. Make any changes that are required. A previously entered P.O. may be changed any number of times until it is received using **Receive P.O.**

### 13.1.6 CHANGING A P.O. LINE ITEM

1. To change a line that has been entered previously, move the line into the line item entry window.
2. The entry procedure is the same as for a new line item. You may change any or all of the field values, and the purchase order totals will be updated accordingly.
3. To enter a new item on an existing order, click the pointer on the first empty **Product Code** field. Entry is then the same as in **Entering a P.O. Line Item**.

### 13.1.7 DELETING A P.O. LINE ITEM

1. To delete a previously entered line, move that line into the entry window.
2. Either click on the **Record Selector** for that line item and press the **Delete Key**. Or, click on the line, choose **Edit, Delete Record**.
3. The following screen will be displayed, indicating the name of the item to be deleted:

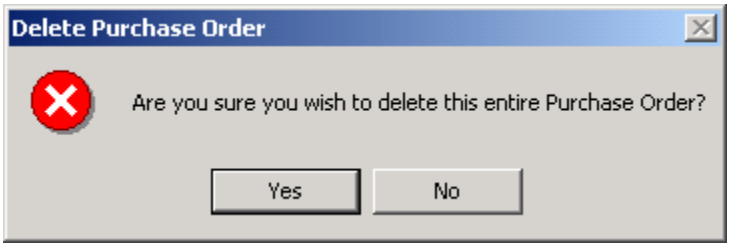
4. Click OK to delete the line item; click Cancel to cancel the request.

Deleting a line item removes the line from the P.O. Line Item file, recalculates the P.O. totals, and decreases the units on order in the inventory file.

### 13.1.8 DELETING AN EXISTING P.O.

1. Click the "New" button.
2. Select the P.O. # from the drop down list.

3. Click on the **Delete** button at the bottom of the screen. The following screen will be displayed:




4. Click Yes to delete the entire P.O. or click No to cancel the request.

Deleting a P.O. reverses the operations described under saving a P.O.

# 13.2 Automatic Purchase Order Creation

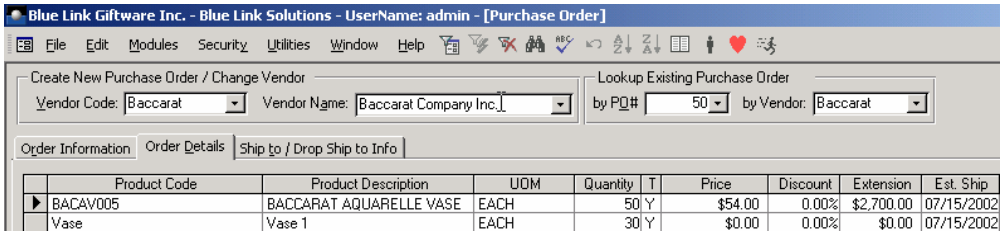
There are 2 methods for creating purchase orders by not entering them in Enter / Change Purchase Order.

1. Reorder Inventory
2. Sales Order / Purchase Order Integration

## 13.2.1 REORDER INVENTORY

Recall from Chapter 12 under the section of Reorder Inventory that you can create Purchase Orders base on reorder levels. Based on the Reorder Levels and Reorder Amounts, you can create a Purchase Order (s).

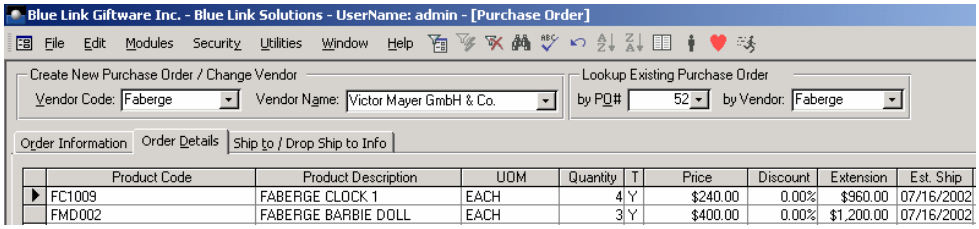
Below is the data that was transferred to a PO from the example done in the Reorder Inventory section in Chapter 12.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Purchase Order]
File Edit Modules Security Utilities Window Help
Create New Purchase Order / Change Vendor
Vendor Code: Baccarat
Vendor Name: Baccarat Company Inc.
Lookup Existing Purchase Order
by PO# 50
by Vendor: Baccarat
Order Information
Order Details
Ship to / Drop Ship to Info
Product Code | Product Description | UOM | Quantity | T | Price | Discount | Extension | Est. Ship
BACAV005 | BACCARAT AQUARELLE VASE | EACH | 50 | Y | $54.00 | 0.00% | $2,700.00 | 07/15/2002
Vase | Vase 1 | EACH | 30 | Y | $0.00 | 0.00% | $0.00 | 07/15/2002

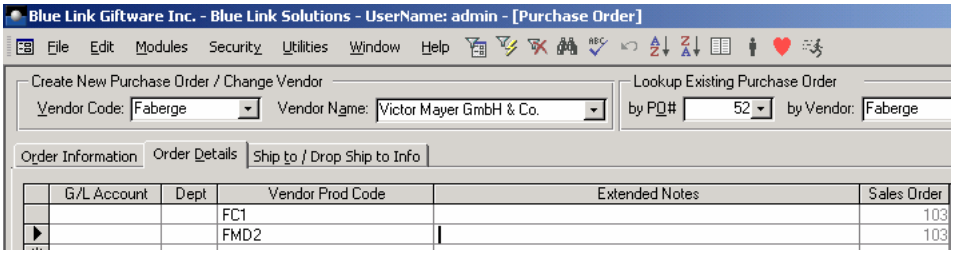
## 13.2.2 SALES ORDER / PURCHASE ORDER INTEGRATION

See Chapter 14 Order Entry for more detail in creating Purchase Orders from Sales Orders. This option is ideal for a business that purchases based on a customer's order. This Purchase Order is then linked to that Sales Order.

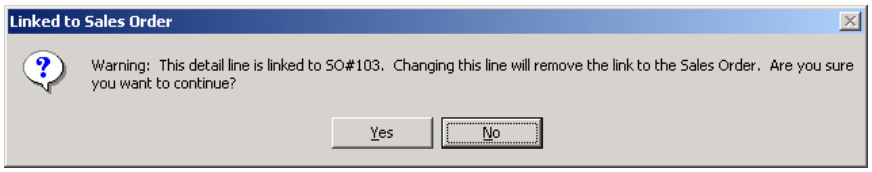
This is an example of data that was created from a Sales Order.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Purchase Order]
File Edit Modules Security Utilities Window Help
Create New Purchase Order / Change Vendor
Vendor Code: Faberge
Vendor Name: Victor Mayer GmbH & Co.
Lookup Existing Purchase Order
by PO# 52
by Vendor: Faberge
Order Information
Order Details
Ship to / Drop Ship to Info
Product Code | Product Description | UOM | Quantity | T | Price | Discount | Extension | Est. Ship
FC1009 | FABERGE CLOCK 1 | EACH | 4 | Y | $240.00 | 0.00% | $960.00 | 07/16/2002
FMD002 | FABERGE BARBIE DOLL | EACH | 3 | Y | $400.00 | 0.00% | $1,200.00 | 07/16/2002

Notice that the last field references the Sales Order. If you do not see this field go **to System Maintenance | System Master | Data Entry & Other Defaults** and click on the field "Display the PO/SO Cross Reference".


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Purchase Order]
File Edit Modules Security Utilities Window Help
Create New Purchase Order / Change Vendor
Vendor Code: Faberge
Vendor Name: Victor Mayer GmbH & Co.
Lookup Existing Purchase Order
by PO# 52
by Vendor: Faberge
Order Information
Order Details
Ship to / Drop Ship to Info
G/L Account | Dept | Vendor Prod Code | Extended Notes | Sales Order
FC1 | 103
FMD2 | 103

Note: You cannot change the quantity of the item that was ordered because of this link. Otherwise the integrity between the Sales Order and Purchase Order is sacrificed. Create another Purchase Order if you need to change the Quantity.

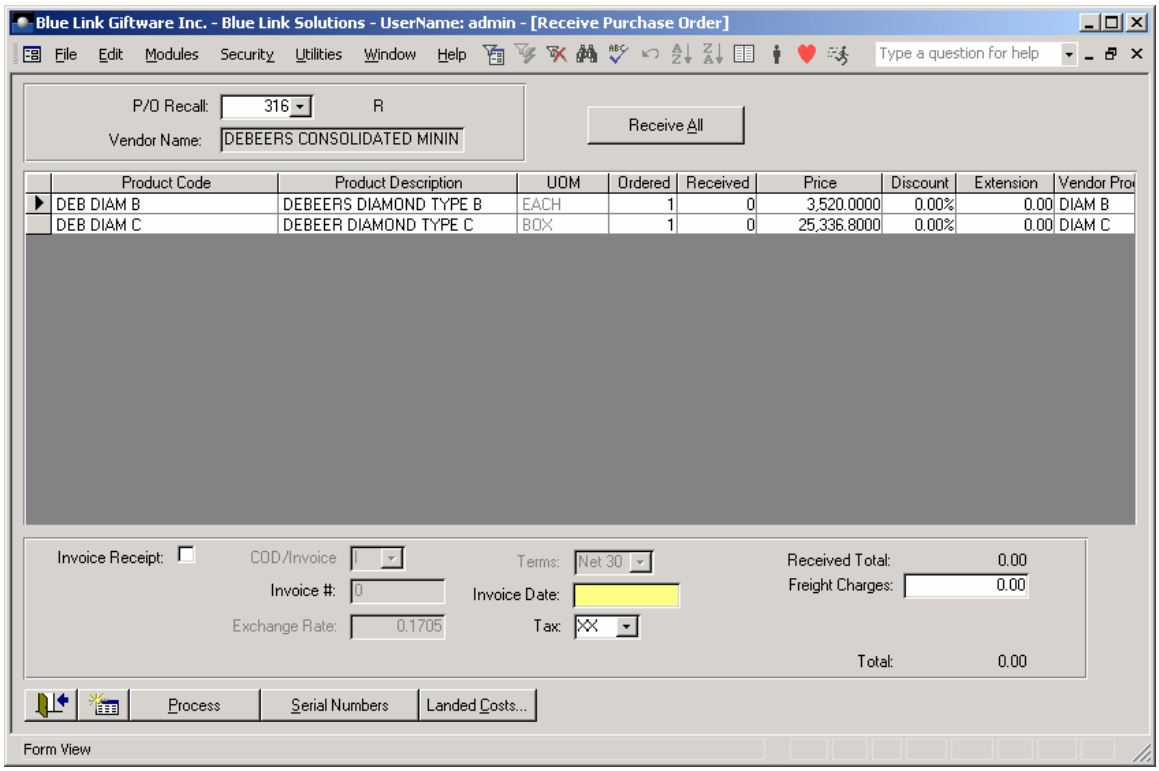

Linked to Sales Order
Warning: This detail line is linked to SO#103. Changing this line will remove the link to the Sales Order. Are you sure you want to continue?
Yes
No

Upon Receiving the Purchase Order, the value received will move from the Backordered column to the Quantity column for the linked Sales Order. If you have received more of an item than ordered, the difference will go into your inventory location.

# 13.3 Receive Purchase Order

Use this screen to record the receipt of items against purchase orders. This process adds items to your inventory units on hand, increases the value of your inventory accounts and posts the balance to A/P or to POs Received, Not Invoiced. Inventory quantities received can be used to fill back orders in the **Sales Order** module

If there are any other differences between the P.O. as entered and as received, other than freight or terms, you must first make the appropriate changes to the P.O. in **Enter/Change Purchase Orders**, then return to this program to record what actually got received into inventory. The sample screen below is followed by an explanation of the screen fields.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Receive Purchase Order]
File Edit Modules Security Utilities Window Help
Type a question for help
P/O Recall: 316 R
Vendor Name: DEBEERS CONSOLIDATED MININ
Receive All
Product Code | Product Description | UOM | Ordered | Received | Price | Discount | Extension | Vendor Pro
DEB DIAM B | DEBEERS DIAMOND TYPE B | EACH | 1 | 0 | 3,520.0000 | 0.00% | 0.00 | DIAM B
DEB DIAM C | DEBEER DIAMOND TYPE C | BOX | 1 | 0 | 25,336.8000 | 0.00% | 0.00 | DIAM C
Invoice Receipt:
COD/Invoice
Terms: Net 30
Invoice #: 0
Invoice Date:
Exchange Rate: 0.1705
Tax:
Received Total: 0.00
Freight Charges: 0.00
Total: 0.00
Process
Serial Numbers
Landed Costs...
Form View

The following fields are based on information entered on the P.O.

**P/O Recall (Required)**
The number of the P.O. being received.

**Vendor Name**
The vendor listed on the P.O.

**Receive All Button**
Click on this button if you wish to receive all line items as entered on the original P.O.'s. You can the make additional changes to the "Received" column

**Product Code**, **Product Description, UOM** and **Ordered** field cannot be changed. They are from the original Purchase Order.

**Received**, **Price**, **Discount** and **Extension** fields located in the center of the screen can be changed to reflect the actual quantity received, actual price and actual discount. The **Extension** is automatically calculated.

**Sales Order Reference**
If you have checked the "Display the PO/SO Cross Reference" field found in **System Maintenance | System Master | Data Entry & Other Defaults** this field will be visible.

**Invoice Receipt**
Check this box if the invoice arrived with the P.O. You can enter the Invoice # and Invoice Date, Taxes and Freight at the bottom of the screen.

If the box is checked (the invoice WAS received with the order) the following G/L transaction is posted:

| | Debit | Credit |
|---|---|---|
| Inventory | X | |
| Accounts Payable | | X |

If the box is unchecked (the invoice WAS NOT received with the order) the following G/L transaction is posted:

| | Debit | Credit |
|---|---|---|
| Inventory | X | |
| P/O's Received Not Invoiced | | X |

When the invoice is received, you will need to enter a Payables Voucher with the following G/L transaction:

| | Debit | Credit |
|---|---|---|
| P/O's Received Not Invoiced | X | |
| Accounts Payable | | X |

**COD/Invoice (C/I)**
You have two choices here – "C" or "I".

Select "**C**" - if this is a COD shipment or if you picked the items up and paid for them with a cheque. You be given the opportunity to type in the cheque number and the bank account from which the cheque was drawn.

Select "**I**" if you have been given credit terms by the vendor and you will be invoiced later. You will be given the opportunity to type in the invoice number and

**Cheque #/Invoice**
If the entry in the **COD/Invoice (C/I)** field is "**C"**, enter the cheque number here.

If it is **"I"**, enter the vendor's invoice number. If the invoice number from the supplier is a duplicate number, the system will warn of the duplication, but will still allow its entry.

**Exchange Rate**
If the P.O. is in a different currency then this field is active. The default rate is the rate set up in **System Maintenance**. This can be overridden.

**Terms/Bank**
If the entry in the **COD/Invoice (C/I)** field is "**C"**, choose the bank account on which the cheque was drawn.

If it is **"I"**, enter the vendor's terms for the invoice using the list of terms available.

**Invoice Date**
Enter the date of the invoice. The default entry is the current date.

**Tax**
Select the applicable tax authority.

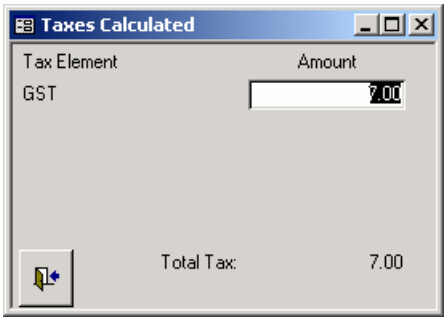
**Received Total**
The total value of the P.O. before freight charges and tax. This is automatically calculated and cannot be changed.

**Freight Charges**
Enter the amount of the freight if the invoice was received with the shipment.

**Tax Group 1**
Enter the amount of Tax Group 1 charged if the invoice was received with the shipment.

**Tax Group 2**
Enter the amount of Tax Group 2 charged if the invoice was received with the shipment. Any tax in this field will be prorated over all the type "N" items being received on this order and will be posted to the GL account specified for those items on the PO.

Note: you may double click on a tax field to view the detail behind this

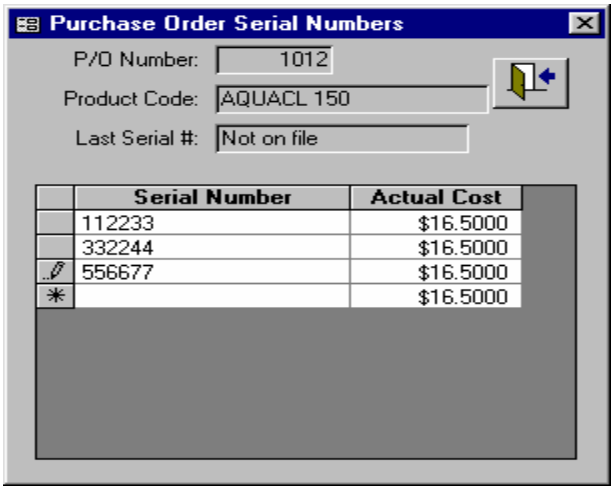



**Important Note:**
Endure that your tax elements are designated as Input taxes IF you do NOT want the tax to be included in the value of the item received.

**Total**
The total amount as entered. This amount includes freight and tax. This is automatically calculated and cannot be changed.

At the bottom of the screen are buttons labeled **Process** and **Serial Numbers**.

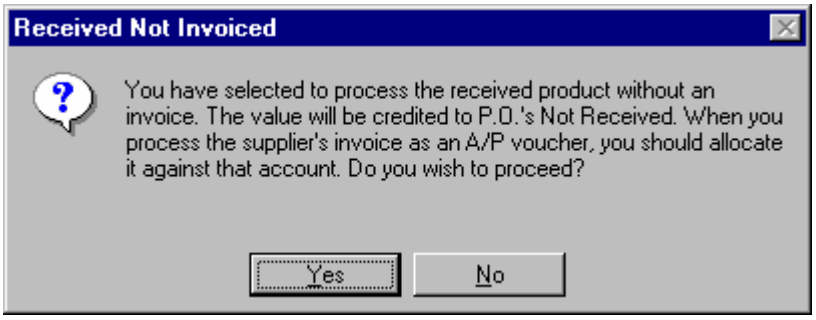
**Serial Numbers Button**
Clicking on the **Serial Number** button accesses the serial number screen. You are able to enter the **Serial Numbers** and the **Actual Costs** from the P.O. for each serialized item. The **Last Serial #** field is designed to assist companies who assign their own Serial Numbers sequentially.




Note: If the item is flagged as serialized in the inventory file then serial numbers much be assigned for each item received.

**Process Button**
Allows you to process and post the receipt of the P.O.

If you received the P.O. without an invoice, the following screen will be displayed:


Received Not Invoiced
You have selected to process the received product without an invoice. The value will be credited to P.O.'s Not Received. When you process the supplier's invoice as an A/P voucher, you should allocate it against that account. Do you wish to proceed?
Yes
No

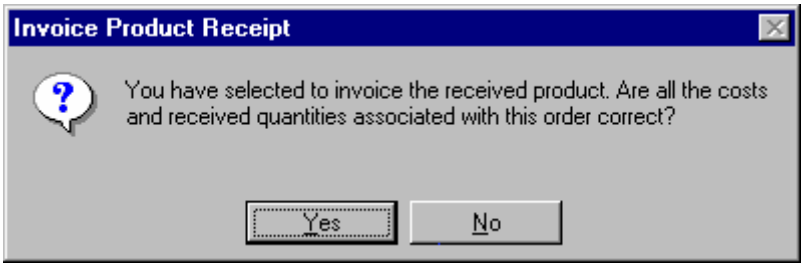
Click Yes to proceed; click No to cancel the request. When the transaction is completed successfully, the following screen will be displayed (for ProPlus 98):

If you are using Elite, the following screen will be displayed:

You will then be asked if you want to receive another purchase order. If you say yes, you may then select another purchase order. If you say no the receive PO screen will close out.

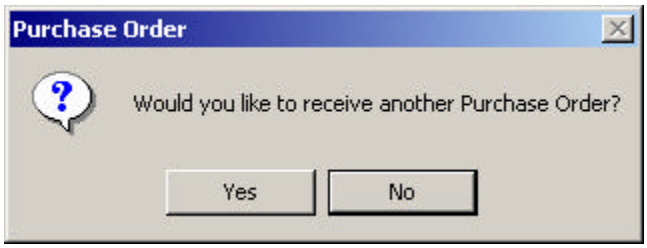
**Landed Cost Button**✍
Each time you receive a P.O. without an invoice, Elite creates a landed cost accrual record and notifies you what receipt number was automatically assigned. When processing an A/P voucher for the vendor, you are able to specify which receipt(s) the invoice related to. See Chapter 18 – Elite Features for more details on Landed Cost Tracking.

If you received the P.O. and the Invoice, the following screen will be displayed:


Invoice Product Receipt
You have selected to invoice the received product. Are all the costs and received quantities associated with this order correct?
Yes
No

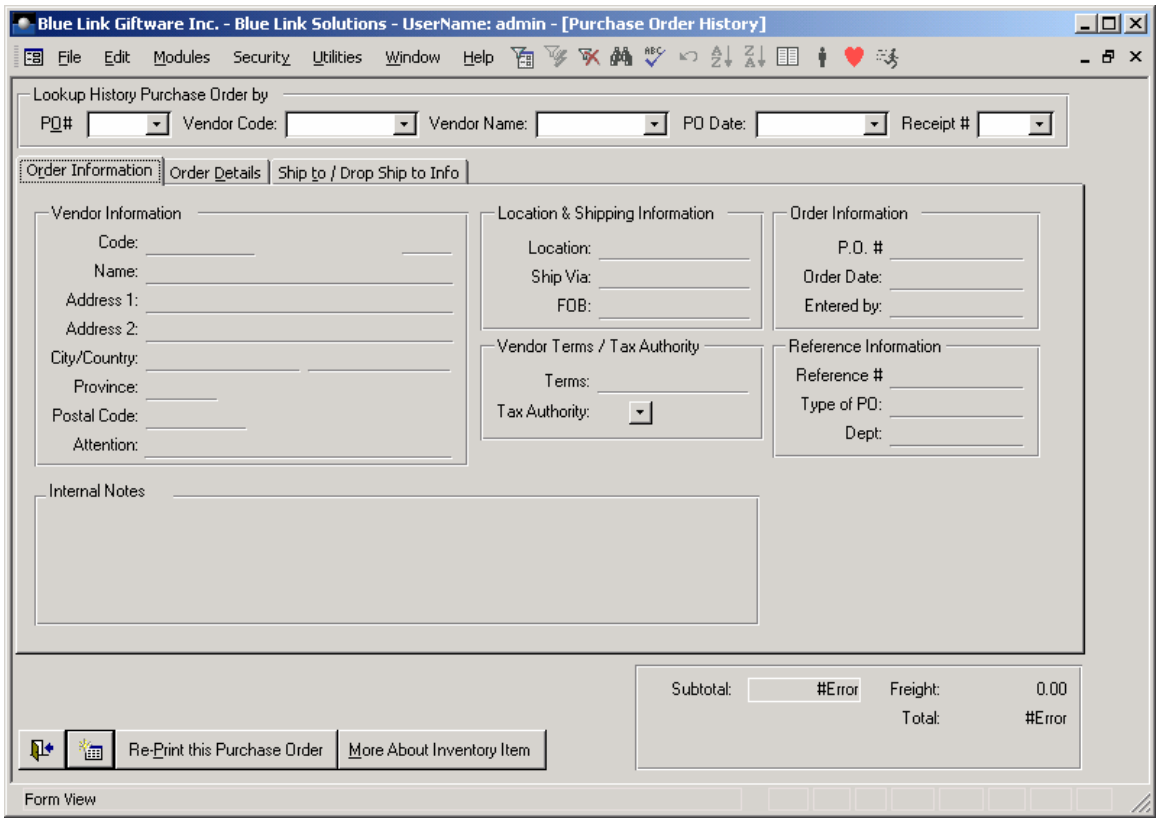
Click Yes to proceed; click No to cancel the request. When the transaction is completed successfully, the following screen will be displayed:

You will then be asked if you want to receive another purchase order. If you say yes, you may then select another purchase order.  If you say no the receive PO screen will close out.



# 13.4Display Purchase Order History

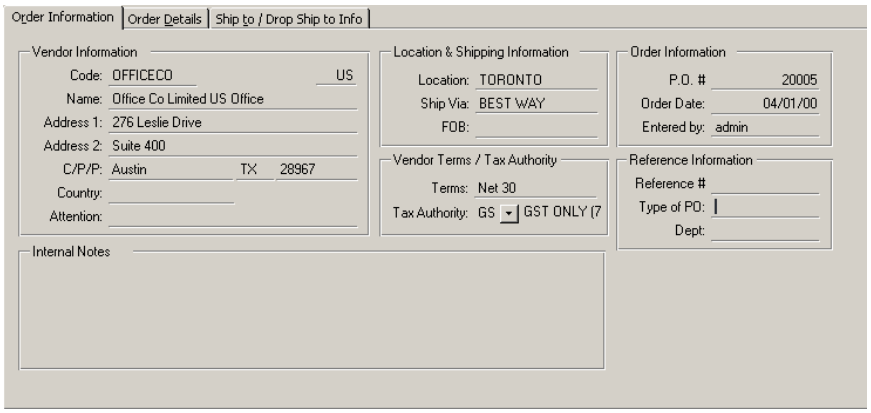
You can use this program to view or reprint your received P.O.'s one at a time.



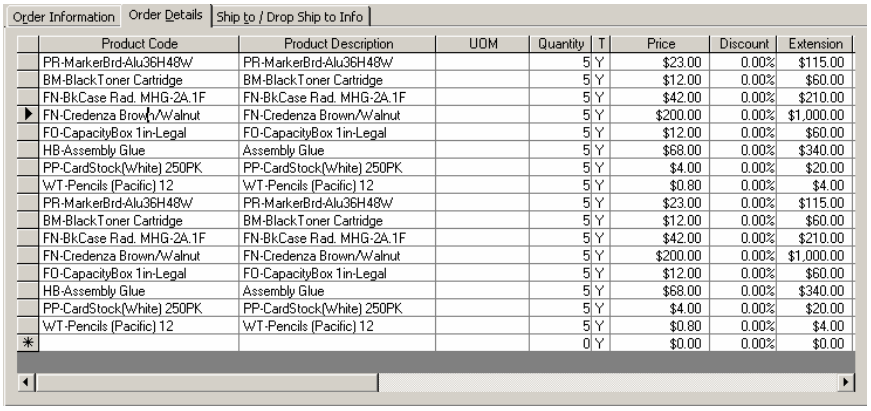

**Lookup Field**
You may lookup a historical P.O. by one of the following criteria:

- P.O. # (descending order)
- Vendor Code (ascending order)
- Vendor Name (ascending order)
- PO Date (descending order)
- Receipt # (descending order)

**Order Information**
This tab display information such as the address of the vendor, internal notes, shipping information, vendor terms, order information and reference information.

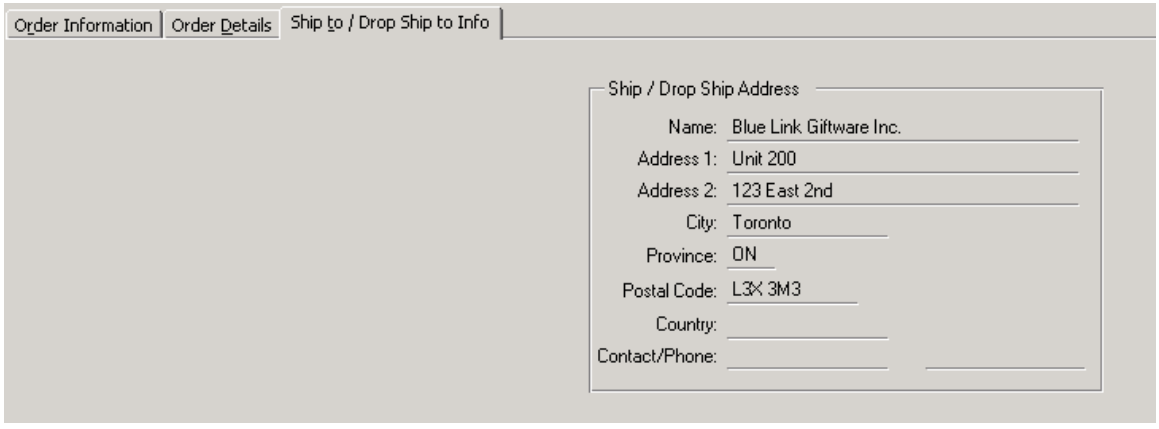



**Order Details**
This tab displays the products which were received on this P.O.



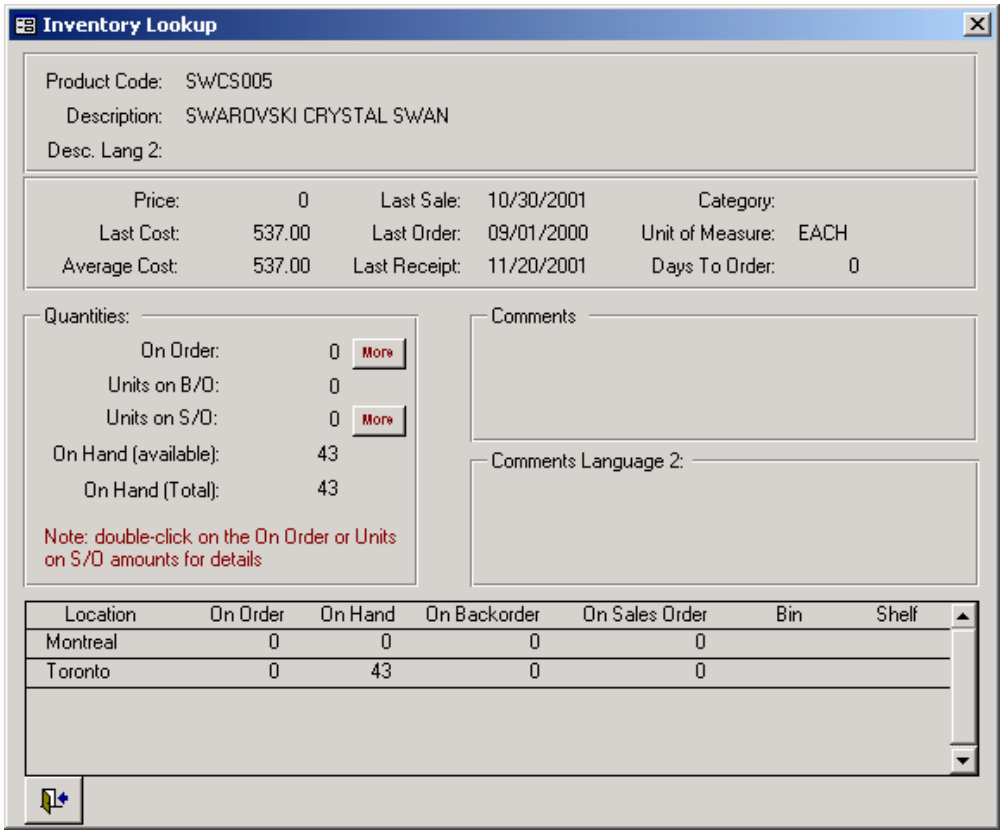

| Product Code | Product Description | UOM | Quantity | T | Price | Discount | Extension |
|---|---|---|---|---|---|---|---|
| PR-MarkerBrd-Alu36H48W | PR-MarkerBrd-Alu36H48W | | 5 | Y | $23.00 | 0.00% | $115.00 |
| BM-BlackToner Cartridge | BM-BlackToner Cartridge | | 5 | Y | $12.00 | 0.00% | $60.00 |
| FN-BkCase Rad. MHG-2A.1F | FN-BkCase Rad. MHG-2A.1F | | 5 | Y | $42.00 | 0.00% | $210.00 |
| FN-Credenza Brown/Walnut | FN-Credenza Brown/Walnut | | 5 | Y | $200.00 | 0.00% | $1,000.00 |
| FO-CapacityBox 1in-Legal | FO-CapacityBox 1in-Legal | | 5 | Y | $12.00 | 0.00% | $60.00 |
| HB-Assembly Glue | Assembly Glue | | 5 | Y | $68.00 | 0.00% | $340.00 |
| PP-CardStock(White) 250PK | PP-CardStock(White) 250PK | | 5 | Y | $4.00 | 0.00% | $20.00 |
| WT-Pencils (Pacific) 12 | WT-Pencils (Pacific) 12 | | 5 | Y | $0.80 | 0.00% | $4.00 |
| PR-MarkerBrd-Alu36H48W | PR-MarkerBrd-Alu36H48W | | 5 | Y | $23.00 | 0.00% | $115.00 |
| BM-BlackToner Cartridge | BM-BlackToner Cartridge | | 5 | Y | $12.00 | 0.00% | $60.00 |
| FN-BkCase Rad. MHG-2A.1F | FN-BkCase Rad. MHG-2A.1F | | 5 | Y | $42.00 | 0.00% | $210.00 |
| FN-Credenza Brown/Walnut | FN-Credenza Brown/Walnut | | 5 | Y | $200.00 | 0.00% | $1,000.00 |
| FO-CapacityBox 1in-Legal | FO-CapacityBox 1in-Legal | | 5 | Y | $12.00 | 0.00% | $60.00 |
| HB-Assembly Glue | Assembly Glue | | 5 | Y | $68.00 | 0.00% | $340.00 |
| PP-CardStock(White) 250PK | PP-CardStock(White) 250PK | | 5 | Y | $4.00 | 0.00% | $20.00 |
| WT-Pencils (Pacific) 12 | WT-Pencils (Pacific) 12 | | 5 | Y | $0.80 | 0.00% | $4.00 |
| | | | 0 | Y | $0.00 | 0.00% | $0.00 |

**Ship To / Drop Ship To Info**
This tab displays the ship to address for this P.O.



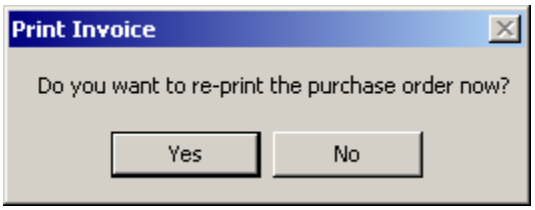
**More About Inventory Button**

Clicking on **More About Inventory** button accesses an inventory summary screen detailing the product code, description, units of measure, last receipt date, retail price, the last cost and average cost. You are also shown the location and quantity of this item on hand, on order, on back order and on sales order. The following screen will be displayed:




**Re-Print History Purchase Orders Button**

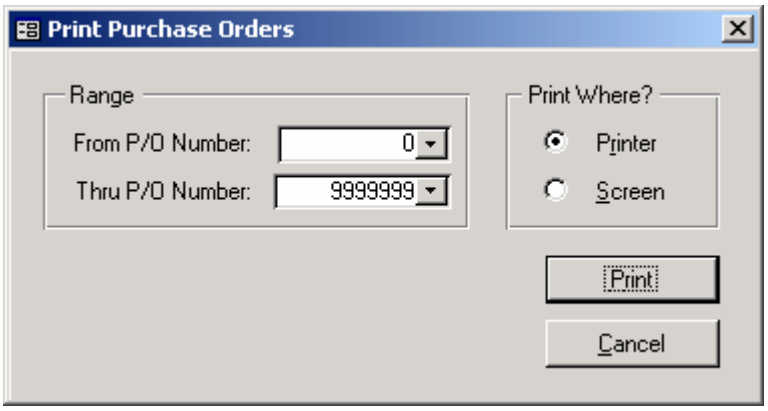
Clicking on **Print History Purchase Order** allows you to reprint the selected P.O. The following screen will be displayed:




Click Yes to reprint the selected purchase order; click No to cancel the request. The Purchase Order will then print to the default printer.

# 13.5Print Purchase Orders

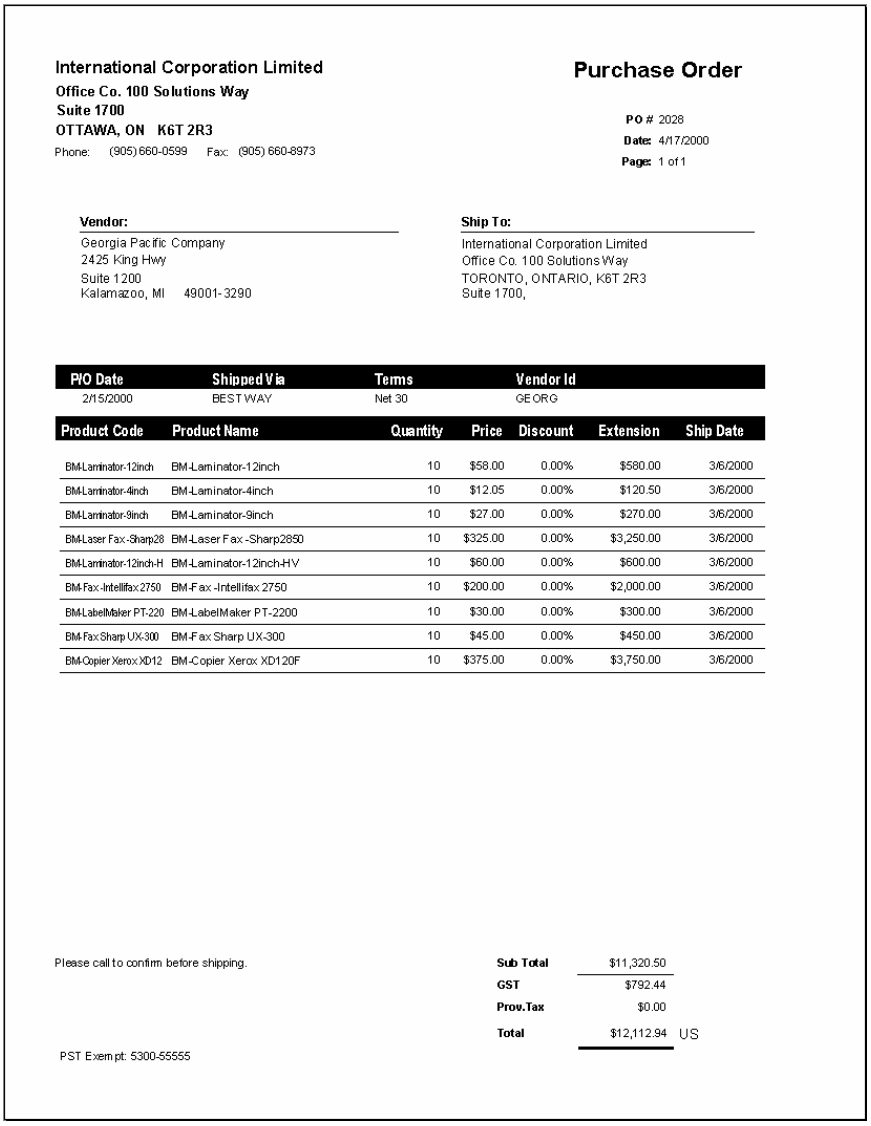
This program will print the information entered in **Enter/Change Purchase Order** on preprinted P.O. forms or plain paper. You may change this option in **System Interface**.




**From/Thru P/O Number**
Enter the starting and ending P.O. number values to limit the printout. If you do not enter any limits, all previously entered P.O.'s still in the file will be reprinted.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Sample of Purchase Order**



International Corporation Limited
Office Co. 100 Solutions Way
Suite 1700
OTTAWA, ON K6T 2R3
Phone: (905) 660-0599 Fax: (905) 660-8973

**Purchase Order**

**PO #** 2028
**Date:** 4/17/2000
**Page:** 1 of 1

**Vendor:**
Georgia Pacific Company
2425 King Hwy
Suite 1200
Kalamazoo, MI 49001-3290

**Ship To:**
International Corporation Limited
Office Co. 100 Solutions Way
TORONTO, ONTARIO, K6T 2R3
Suite 1700,

| P/O Date | Shipped Via | Terms | Vendor Id |
|---|---|---|---|
| 2/15/2000 | BEST WAY | Net 30 | GEORG |

| Product Code | Product Name | Quantity | Price | Discount | Extension | Ship Date |
|---|---|---|---|---|---|---|
| BM-Laminator-12inch | BM-Laminator-12inch | 10 | $58.00 | 0.00% | $580.00 | 3/6/2000 |
| BM-Laminator-4inch | BM-Laminator-4inch | 10 | $12.05 | 0.00% | $120.50 | 3/6/2000 |
| BM-Laminator-9inch | BM-Laminator-9inch | 10 | $27.00 | 0.00% | $270.00 | 3/6/2000 |
| BM-Laser Fax-Sharp28 | BM-Laser Fax-Sharp2850 | 10 | $325.00 | 0.00% | $3,250.00 | 3/6/2000 |
| BM-Laminator-12inch-H | BM-Laminator-12inch-HV | 10 | $60.00 | 0.00% | $600.00 | 3/6/2000 |
| BM-Fax-Intellifax 2750 | BM-Fax-Intellifax 2750 | 10 | $200.00 | 0.00% | $2,000.00 | 3/6/2000 |
| BM-LabelMaker PT-220 | BM-LabelMaker PT-2200 | 10 | $30.00 | 0.00% | $300.00 | 3/6/2000 |
| BM-Fax Sharp UX-300 | BM-Fax Sharp UX-300 | 10 | $45.00 | 0.00% | $450.00 | 3/6/2000 |
| BM-Copier Xerox XD12 | BM-Copier Xerox XD120F | 10 | $375.00 | 0.00% | $3,750.00 | 3/6/2000 |

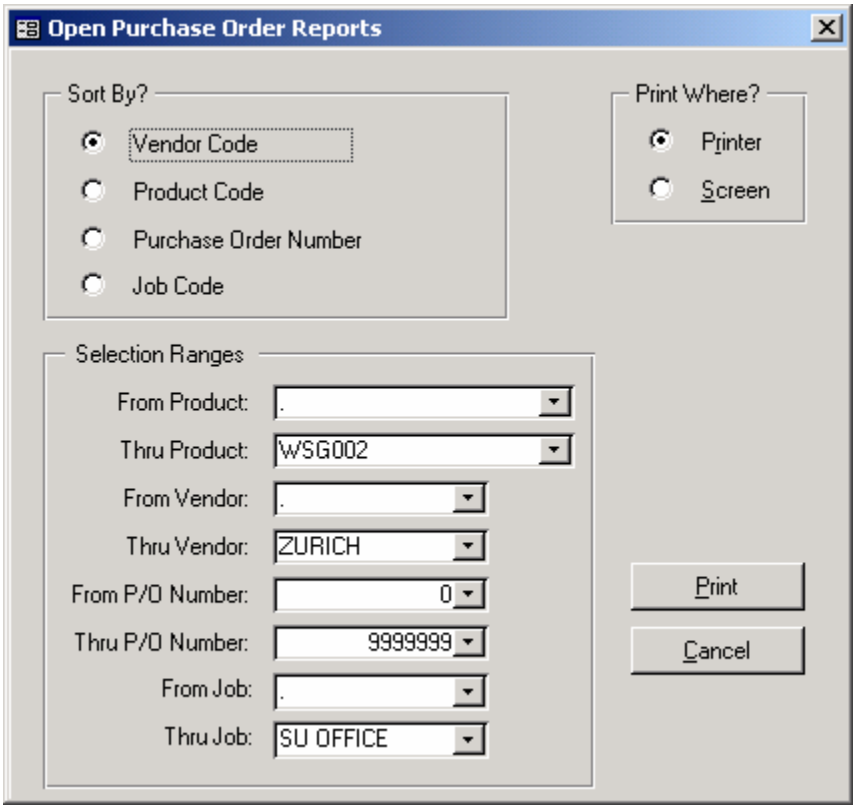
Please call to confirm before shipping.

| | |
|---|---|
| **Sub Total** | $11,320.50 |
| **GST** | $792.44 |
| **Prov.Tax** | $0.00 |
| **Total** | $12,112.94 US |

PST Exempt: 5300-55555

# 13.6 Print Open Purchase Order Report

Use this program to print a listing of P.O.'s that have not yet been received.




**Sort By? Options**
You can choose to sort the report by Vendor Code, Product Code or Purchase Order Number.

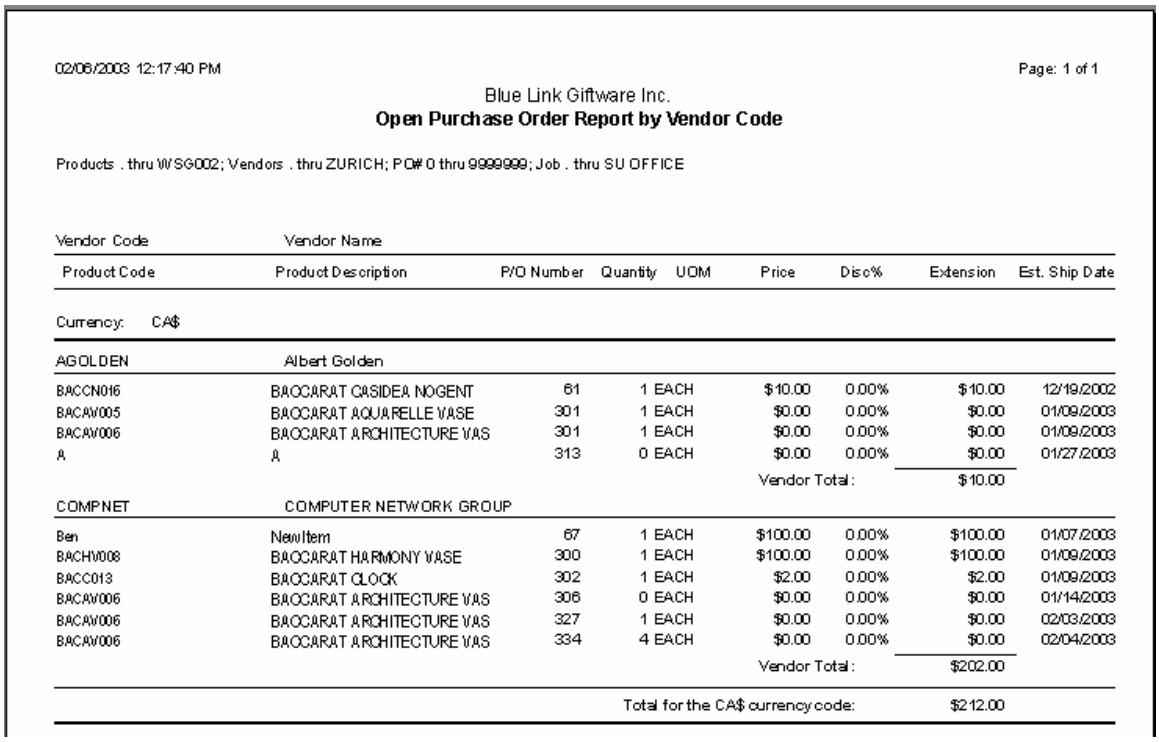
**From/Thru Product**
Select the products you wish to limit the report to or leave the defaults for all products.

**From/Thru Vendor**
Select the vendors you wish to limit the report to or leave the defaults for all vendors.

**From/Thru P/O Number**
Select the P.O. Numbers you wish to limit the report to or leave the defaults for all P.O.'s.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

Open Purchase Orders Report by Vendor Code



02/06/2003 12:17:40 PM Page: 1 of 1

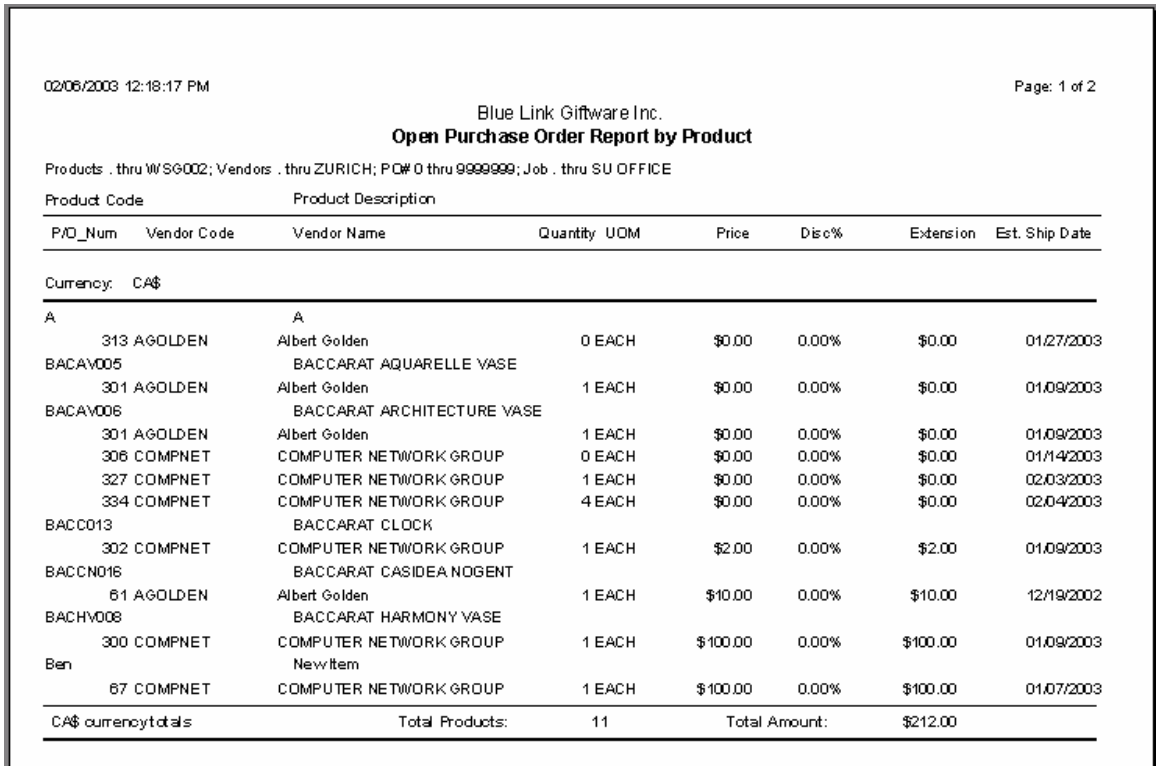
Blue Link Giftware Inc.

**Open Purchase Order Report by Vendor Code**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999; Job . thru SU OFFICE

| Vendor Code | Vendor Name | | | | | | |
|---|---|---|---|---|---|---|---|
| Product Code | Product Description | P/O Number | Quantity | UOM | Price | Disc% | Extension | Est. Ship Date |
| Currency: CA$ | | | | | | | |
| AGOLDEN | Albert Golden | | | | | | |
| BACCN016 | BACCARAT CASIDEA NOGENT | 61 | 1 | EACH | $10.00 | 0.00% | $10.00 | 12/19/2002 |
| BACAV005 | BACCARAT AQUARELLE VASE | 301 | 1 | EACH | $0.00 | 0.00% | $0.00 | 01/09/2003 |
| BACAV006 | BACCARAT ARCHITECTURE VAS | 301 | 1 | EACH | $0.00 | 0.00% | $0.00 | 01/09/2003 |
| A | A | 313 | 0 | EACH | $0.00 | 0.00% | $0.00 | 01/27/2003 |
| | | | | | Vendor Total: | | $10.00 | |
| COMPNET | COMPUTER NETWORK GROUP | | | | | | |
| Ben | NewItem | 67 | 1 | EACH | $100.00 | 0.00% | $100.00 | 01/07/2003 |
| BACHV008 | BACCARAT HARMONY VASE | 300 | 1 | EACH | $100.00 | 0.00% | $100.00 | 01/09/2003 |
| BACC013 | BACCARAT CLOCK | 302 | 1 | EACH | $2.00 | 0.00% | $2.00 | 01/09/2003 |
| BACAV006 | BACCARAT ARCHITECTURE VAS | 306 | 0 | EACH | $0.00 | 0.00% | $0.00 | 01/14/2003 |
| BACAV006 | BACCARAT ARCHITECTURE VAS | 327 | 1 | EACH | $0.00 | 0.00% | $0.00 | 02/03/2003 |
| BACAV006 | BACCARAT ARCHITECTURE VAS | 334 | 4 | EACH | $0.00 | 0.00% | $0.00 | 02/04/2003 |
| | | | | | Vendor Total: | | $202.00 | |
| | | | | | Total for the CA$ currency code: | | $212.00 | |

Open Purchase Order Report by Product



02/06/2003 12:18:17 PM Page: 1 of 2

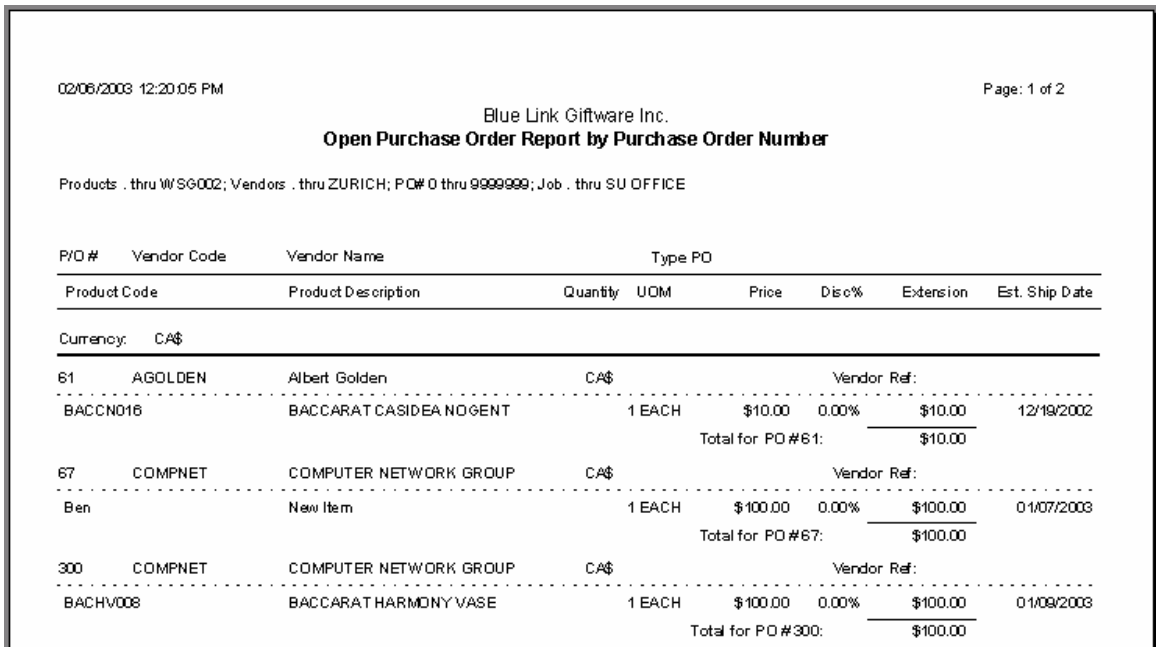
Blue Link Giftware Inc.

**Open Purchase Order Report by Product**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999; Job . thru SU OFFICE

| Product Code | Product Description | | | | | | |
|---|---|---|---|---|---|---|---|
| P/O_Num | Vendor Code | Vendor Name | Quantity | UOM | Price | Disc% | Extension | Est. Ship Date |
| Currency: CA$ | | | | | | | | |
| A | | A | | | | | | |
| 313 | AGOLDEN | Albert Golden | 0 | EACH | $0.00 | 0.00% | $0.00 | 01/27/2003 |
| BACAV005 | | BACCARAT AQUARELLE VASE | | | | | | |
| 301 | AGOLDEN | Albert Golden | 1 | EACH | $0.00 | 0.00% | $0.00 | 01/09/2003 |
| BACAV006 | | BACCARAT ARCHITECTURE VASE | | | | | | |
| 301 | AGOLDEN | Albert Golden | 1 | EACH | $0.00 | 0.00% | $0.00 | 01/09/2003 |
| 306 | COMPNET | COMPUTER NETWORK GROUP | 0 | EACH | $0.00 | 0.00% | $0.00 | 01/14/2003 |
| 327 | COMPNET | COMPUTER NETWORK GROUP | 1 | EACH | $0.00 | 0.00% | $0.00 | 02/03/2003 |
| 334 | COMPNET | COMPUTER NETWORK GROUP | 4 | EACH | $0.00 | 0.00% | $0.00 | 02/04/2003 |
| BACC013 | | BACCARAT CLOCK | | | | | | |
| 302 | COMPNET | COMPUTER NETWORK GROUP | 1 | EACH | $2.00 | 0.00% | $2.00 | 01/09/2003 |
| BACCN016 | | BACCARAT CASIDEA NOGENT | | | | | | |
| 61 | AGOLDEN | Albert Golden | 1 | EACH | $10.00 | 0.00% | $10.00 | 12/19/2002 |
| BACHV008 | | BACCARAT HARMONY VASE | | | | | | |
| 300 | COMPNET | COMPUTER NETWORK GROUP | 1 | EACH | $100.00 | 0.00% | $100.00 | 01/09/2003 |
| Ben | | NewItem | | | | | | |
| 67 | COMPNET | COMPUTER NETWORK GROUP | 1 | EACH | $100.00 | 0.00% | $100.00 | 01/07/2003 |
| CA$ currency totals | | Total Products: | 11 | | Total Amount: | | $212.00 | |

Open Purchase Order by Purchase Order Number



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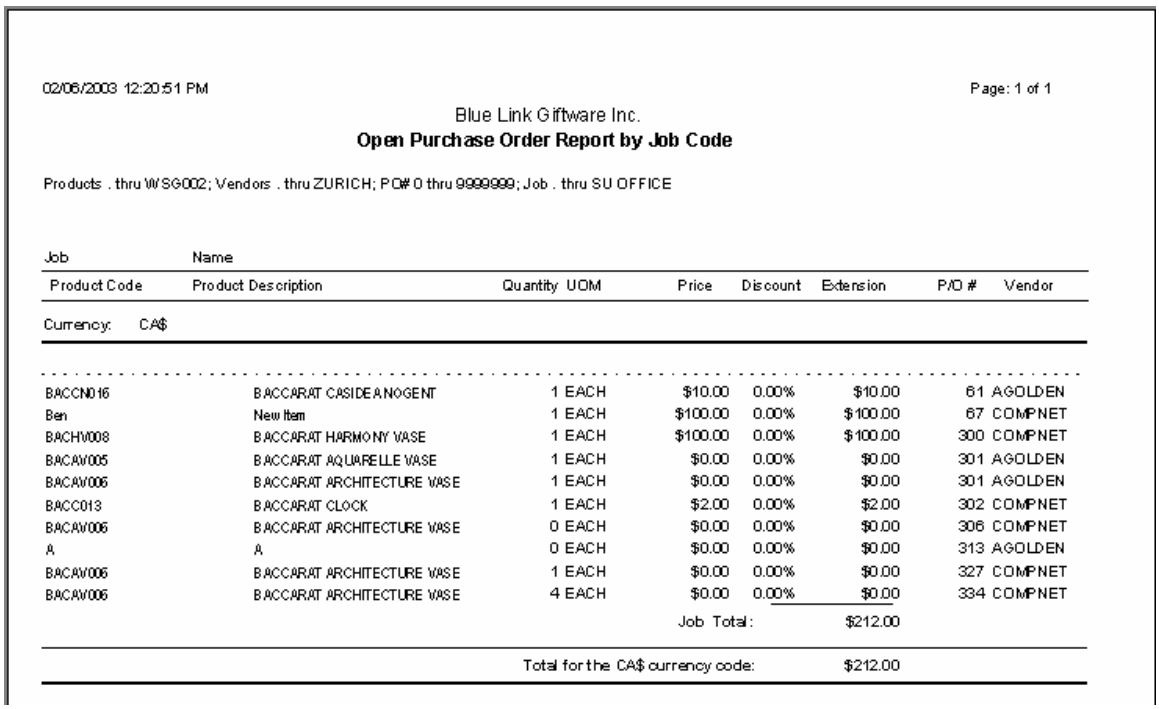
Blue Link Giftware Inc.

**Open Purchase Order Report by Purchase Order Number**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999; Job . thru SU OFFICE

| P/O # | Vendor Code | Vendor Name | Type PO | | | | | |
|---|---|---|---|---|---|---|---|---|
| Product Code | | Product Description | Quantity | UOM | Price | Disc% | Extension | Est. Ship Date |
| Currency: CA$ | | | | | | | | |
| 61 | AGOLDEN | Albert Golden | CA$ | | | Vendor Ref: | | |
| BACCN016 | | BACCARAT CASIDEA NOGENT | | 1 EACH | $10.00 | 0.00% | $10.00 | 12/19/2002 |
| | | | | | Total for PO #61: | | $10.00 | |
| 67 | COMPNET | COMPUTER NETWORK GROUP | CA$ | | | Vendor Ref: | | |
| Ben | | New Item | | 1 EACH | $100.00 | 0.00% | $100.00 | 01/07/2003 |
| | | | | | Total for PO #67: | | $100.00 | |
| 300 | COMPNET | COMPUTER NETWORK GROUP | CA$ | | | Vendor Ref: | | |
| BACHV008 | | BACCARAT HARMONY VASE | | 1 EACH | $100.00 | 0.00% | $100.00 | 01/09/2003 |
| | | | | | Total for PO #300: | | $100.00 | |

Open Purchase Order Report by Job Code



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Blue Link Giftware Inc.

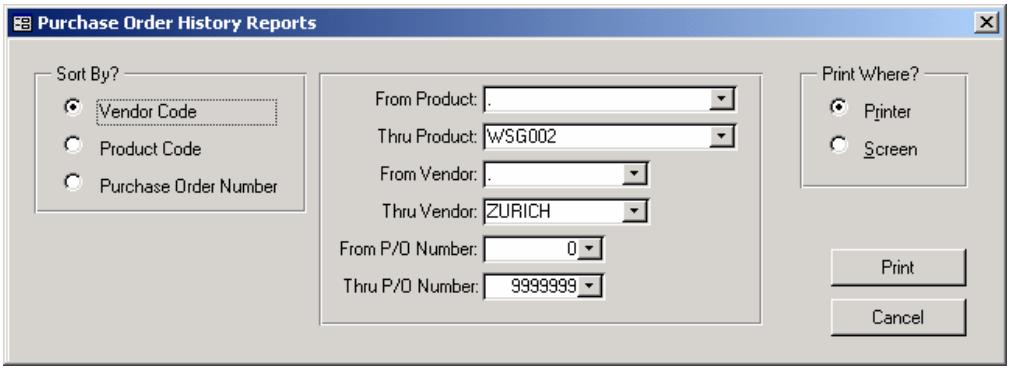
**Open Purchase Order Report by Job Code**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999; Job . thru SU OFFICE

| Job | Name | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Product Code | Product Description | Quantity | UOM | Price | Discount | Extension | P/O # | Vendor |
| Currency: CA$ | | | | | | | | |
| BACCN016 | BACCARAT CASIDEA NOGENT | 1 | EACH | $10.00 | 0.00% | $10.00 | 61 | AGOLDEN |
| Ben | New Item | 1 | EACH | $100.00 | 0.00% | $100.00 | 67 | COMPNET |
| BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | $100.00 | 0.00% | $100.00 | 300 | COMPNET |
| BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | $0.00 | 0.00% | $0.00 | 301 | AGOLDEN |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | EACH | $0.00 | 0.00% | $0.00 | 301 | AGOLDEN |
| BACC013 | BACCARAT CLOCK | 1 | EACH | $2.00 | 0.00% | $2.00 | 302 | COMPNET |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 0 | EACH | $0.00 | 0.00% | $0.00 | 306 | COMPNET |
| A | A | 0 | EACH | $0.00 | 0.00% | $0.00 | 313 | AGOLDEN |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | EACH | $0.00 | 0.00% | $0.00 | 327 | COMPNET |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 4 | EACH | $0.00 | 0.00% | $0.00 | 334 | COMPNET |
| | | | | | Job Total: | $212.00 | | |
| | | | | Total for the CA$ currency code: | | $212.00 | | |

# 13.7 Print Purchase Order History

Use this program to print a listing of P.O.'s in the History System (P.O.'s that have been received).




**Sort By?**
You can choose to sort the report by Vendor Code, Product Code or Purchase Order Number.

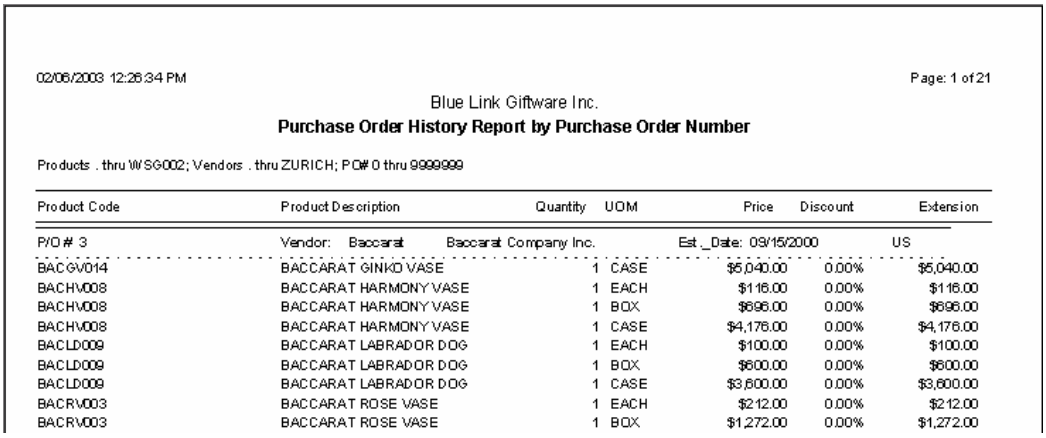
**From/Thru Product**
Select the products you wish to limit the report to or leave the defaults for all products.

**From/Thru Vendor**
Select the vendors you wish to limit the report to or leave the defaults for all vendors.

**From/Thru P/O Number**
Select the P.O. Numbers you wish to limit the report to or leave the defaults for all P.O.'s.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.
You may select ranges to limit the report. Product codes, vendor codes and P.O. numbers can be used to limit the report. The report may be printed to the printer or reviewed on screen.

**Sample Reports**
Purchase Order History Report by Purchase Order Number



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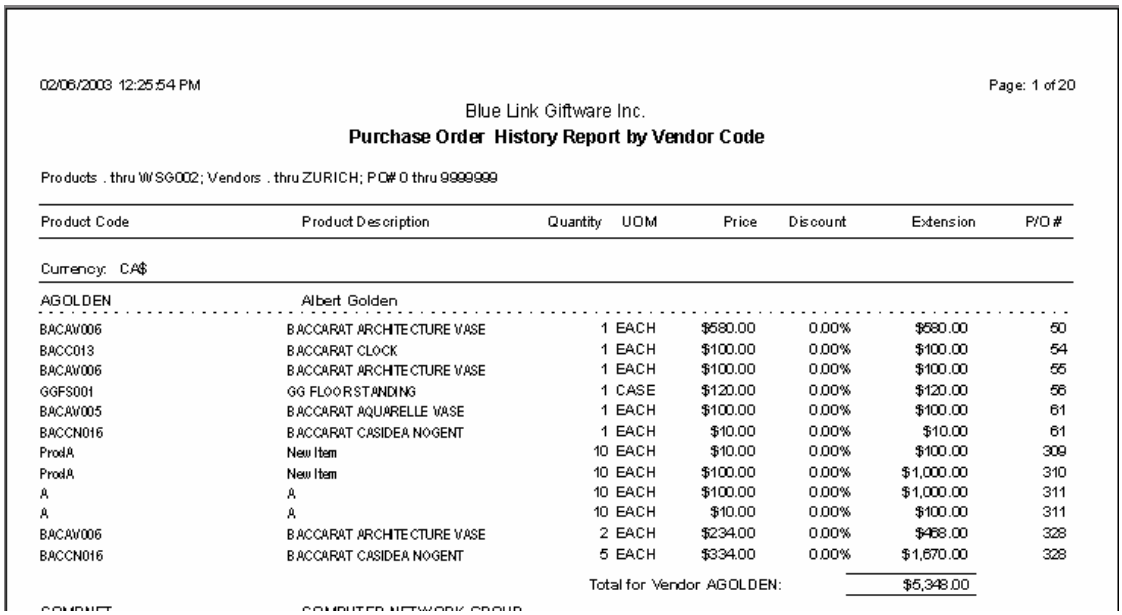
Blue Link Giftware Inc.

**Purchase Order History Report by Purchase Order Number**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999

| Product Code | Product Description | Quantity | UOM | Price | Discount | Extension |
|---|---|---|---|---|---|---|
| P/O # 3 | Vendor: Baccarat | Baccarat Company Inc. | | Est. Date: 09/15/2000 | | US |
| BACGV014 | BACCARAT GINKO VASE | 1 | CASE | $5,040.00 | 0.00% | $5,040.00 |
| BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | $116.00 | 0.00% | $116.00 |
| BACHV008 | BACCARAT HARMONY VASE | 1 | BOX | $696.00 | 0.00% | $696.00 |
| BACHV008 | BACCARAT HARMONY VASE | 1 | CASE | $4,176.00 | 0.00% | $4,176.00 |
| BACLD009 | BACCARAT LABRADOR DOG | 1 | EACH | $100.00 | 0.00% | $100.00 |
| BACLD009 | BACCARAT LABRADOR DOG | 1 | BOX | $600.00 | 0.00% | $600.00 |
| BACLD009 | BACCARAT LABRADOR DOG | 1 | CASE | $3,600.00 | 0.00% | $3,600.00 |
| BACRV003 | BACCARAT ROSE VASE | 1 | EACH | $212.00 | 0.00% | $212.00 |
| BACRV003 | BACCARAT ROSE VASE | 1 | BOX | $1,272.00 | 0.00% | $1,272.00 |

Purchase Order History Report by Vendor Code



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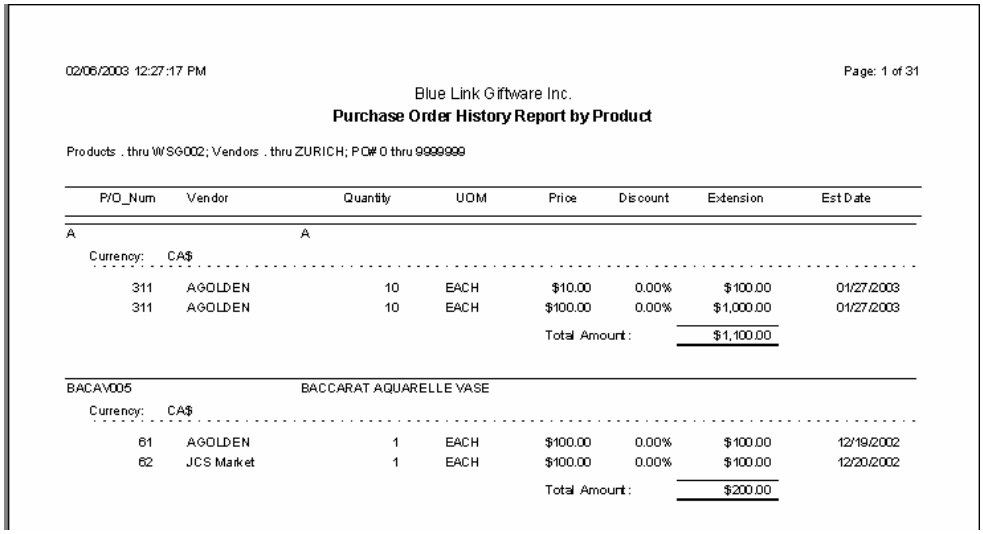
Blue Link Giftware Inc.

**Purchase Order History Report by Vendor Code**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999

| Product Code | Product Description | Quantity | UOM | Price | Discount | Extension | P/O # |
|---|---|---|---|---|---|---|---|
| Currency: CA$ | | | | | | | |
| AGOLDEN | Albert Golden | | | | | | |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | EACH | $580.00 | 0.00% | $580.00 | 50 |
| BACC013 | BACCARAT CLOCK | 1 | EACH | $100.00 | 0.00% | $100.00 | 54 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | EACH | $100.00 | 0.00% | $100.00 | 55 |
| GGFS001 | GG FLOOR STANDING | 1 | CASE | $120.00 | 0.00% | $120.00 | 56 |
| BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | $100.00 | 0.00% | $100.00 | 61 |
| BACCN016 | BACCARAT CASIDEA NOGENT | 1 | EACH | $10.00 | 0.00% | $10.00 | 61 |
| ProdA | New Item | 10 | EACH | $10.00 | 0.00% | $100.00 | 309 |
| ProdA | New Item | 10 | EACH | $100.00 | 0.00% | $1,000.00 | 310 |
| A | A | 10 | EACH | $100.00 | 0.00% | $1,000.00 | 311 |
| A | A | 10 | EACH | $10.00 | 0.00% | $100.00 | 311 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 2 | EACH | $234.00 | 0.00% | $468.00 | 328 |
| BACCN016 | BACCARAT CASIDEA NOGENT | 5 | EACH | $334.00 | 0.00% | $1,670.00 | 328 |
| | | | Total for Vendor AGOLDEN: | | | $5,348.00 | |

Purchase Order History Report by Product



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Blue Link Giftware Inc.

**Purchase Order History Report by Product**

Products . thru WSG002; Vendors . thru ZURICH; PO# 0 thru 9999999

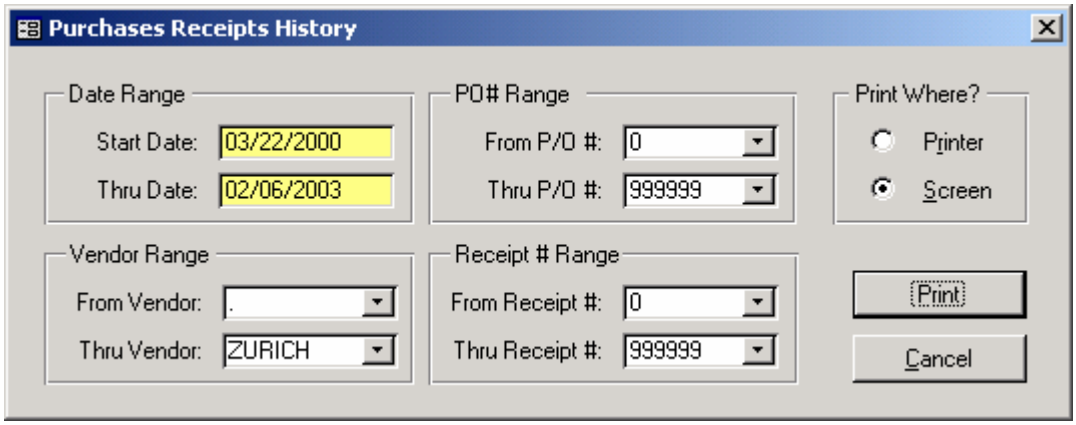
| P/O_Num | Vendor | Quantity | UOM | Price | Discount | Extension | Est Date |
|---|---|---|---|---|---|---|---|
| A | A | | | | | | |
| Currency: CA$ | | | | | | | |
| 311 | AGOLDEN | 10 | EACH | $10.00 | 0.00% | $100.00 | 01/27/2003 |
| 311 | AGOLDEN | 10 | EACH | $100.00 | 0.00% | $1,000.00 | 01/27/2003 |
| | | | Total Amount: | | | $1,100.00 | |
| BACAV005 | BACCARAT AQUARELLE VASE | | | | | | |
| Currency: CA$ | | | | | | | |
| 61 | AGOLDEN | 1 | EACH | $100.00 | 0.00% | $100.00 | 12/19/2002 |
| 62 | JCS Market | 1 | EACH | $100.00 | 0.00% | $100.00 | 12/20/2002 |
| | | | Total Amount: | | | $200.00 | |

# 13.8 LANDED COST ACCRUALS REPORT

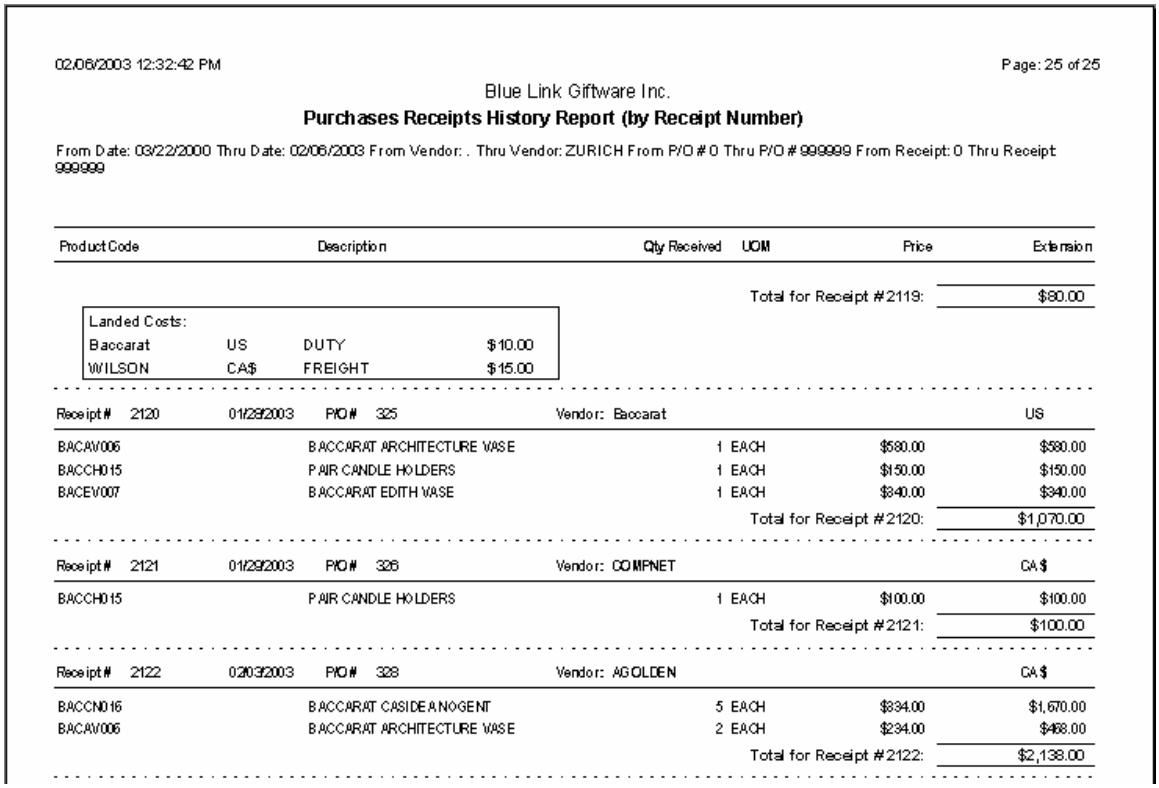
Please see Chapter 18 – Elite Features for a detailed description of this feature.

# 13.9 PRINT PURCHASE RECEIPTS HISTORY

When you choose this option, the following screen will be displayed:




**Date Range** – Enter the Start/Thru Date for the report
**Vendor Range** – Enter the range of Vendors that you want to report on.
**PO# Range** – Enter the range of PO#'s that you want to review.
**Receipt # Range** – Enter the range of Receipt #'s that you want to review.
**Print Where?** Choose whether you want to print to screen or to hard copy.



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Blue Link Giftware Inc.

**Purchases Receipts History Report (by Receipt Number)**

From Date: 03/22/2000 Thru Date: 02/06/2003 From Vendor: . Thru Vendor: ZURICH From P/O # 0 Thru P/O # 999999 From Receipt: 0 Thru Receipt: 999999

| Product Code | Description | Qty Received | UOM | Price | Extension |
|---|---|---|---|---|---|
| | | | Total for Receipt # 2119: | | $80.00 |

Landed Costs:

| | | | |
|---|---|---|---|
| Baccarat | US | DUTY | $10.00 |
| WILSON | CA$ | FREIGHT | $15.00 |

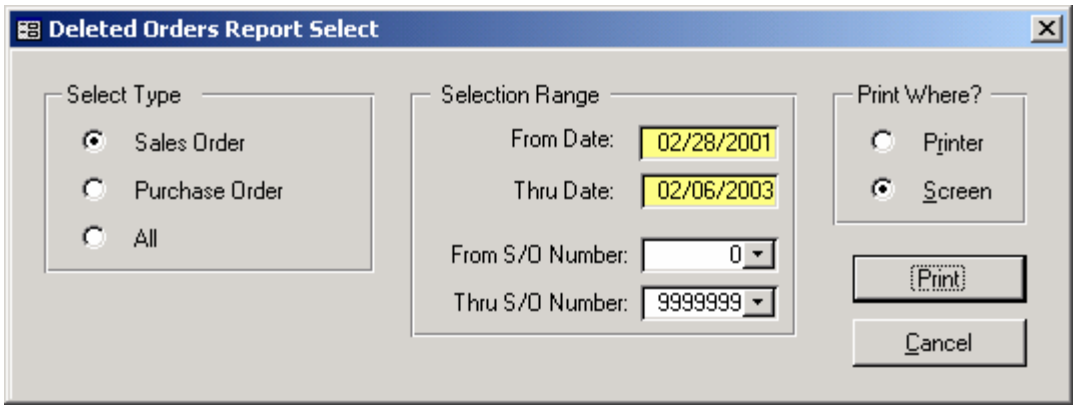
| Receipt # 2120 | 01/29/2003 | P/O # 325 | Vendor: Baccarat | | | US |
|---|---|---|---|---|---|---|
| BACAV006 | | BACCARAT ARCHITECTURE VASE | 1 | EACH | $580.00 | $580.00 |
| BACCH015 | | PAIR CANDLE HOLDERS | 1 | EACH | $150.00 | $150.00 |
| BACEV007 | | BACCARAT EDITH VASE | 1 | EACH | $340.00 | $340.00 |
| | | | Total for Receipt # 2120: | | | $1,070.00 |

| Receipt # 2121 | 01/29/2003 | P/O # 326 | Vendor: COMPNET | | | CA$ |
|---|---|---|---|---|---|---|
| BACCH015 | | PAIR CANDLE HOLDERS | 1 | EACH | $100.00 | $100.00 |
| | | | Total for Receipt # 2121: | | | $100.00 |

| Receipt # 2122 | 02/03/2003 | P/O # 328 | Vendor: AGOLDEN | | | CA$ |
|---|---|---|---|---|---|---|
| BACCN016 | | BACCARAT CASIDEANOGENT | 5 | EACH | $334.00 | $1,670.00 |
| BACAV006 | | BACCARAT ARCHITECTURE VASE | 2 | EACH | $234.00 | $468.00 |
| | | | Total for Receipt # 2122: | | | $2,138.00 |

# 13.10 PRINT DELETED ORDERS

The following is the screen that will be displayed when you choose this feature:




You can Sort by either Sales Order, Purchase Order, or by All.

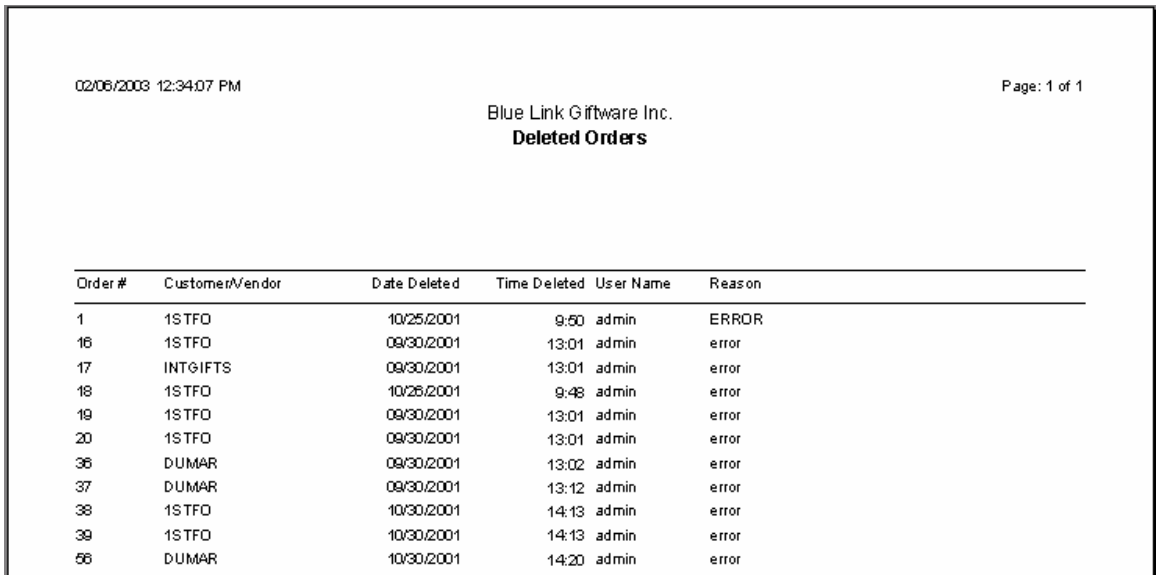
**From/Thru Date** – Choose the date range that you are interested in reviewing.

Depending on the selection type you may select the range of either the sales order number, purchase order numbers, or order numbers.

**Print Where?** Choose whether you want to print to the screen or to hard copy.

## *Sample Reports*

**Sales Order Report**



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Blue Link Giftware Inc.

**Deleted Orders**

| Order # | Customer/Vendor | Date Deleted | Time Deleted | User Name | Reason |
|---|---|---|---|---|---|
| 1 | 1STFO | 10/25/2001 | 9:50 | admin | ERROR |
| 16 | 1STFO | 09/30/2001 | 13:01 | admin | error |
| 17 | INTGIFTS | 09/30/2001 | 13:01 | admin | error |
| 18 | 1STFO | 10/26/2001 | 9:48 | admin | error |
| 19 | 1STFO | 09/30/2001 | 13:01 | admin | error |
| 20 | 1STFO | 09/30/2001 | 13:01 | admin | error |
| 36 | DUMAR | 09/30/2001 | 13:02 | admin | error |
| 37 | DUMAR | 09/30/2001 | 13:12 | admin | error |
| 38 | 1STFO | 10/30/2001 | 14:13 | admin | error |
| 39 | 1STFO | 10/30/2001 | 14:13 | admin | error |
| 56 | DUMAR | 10/30/2001 | 14:20 | admin | error |

**Purchase Order Report**

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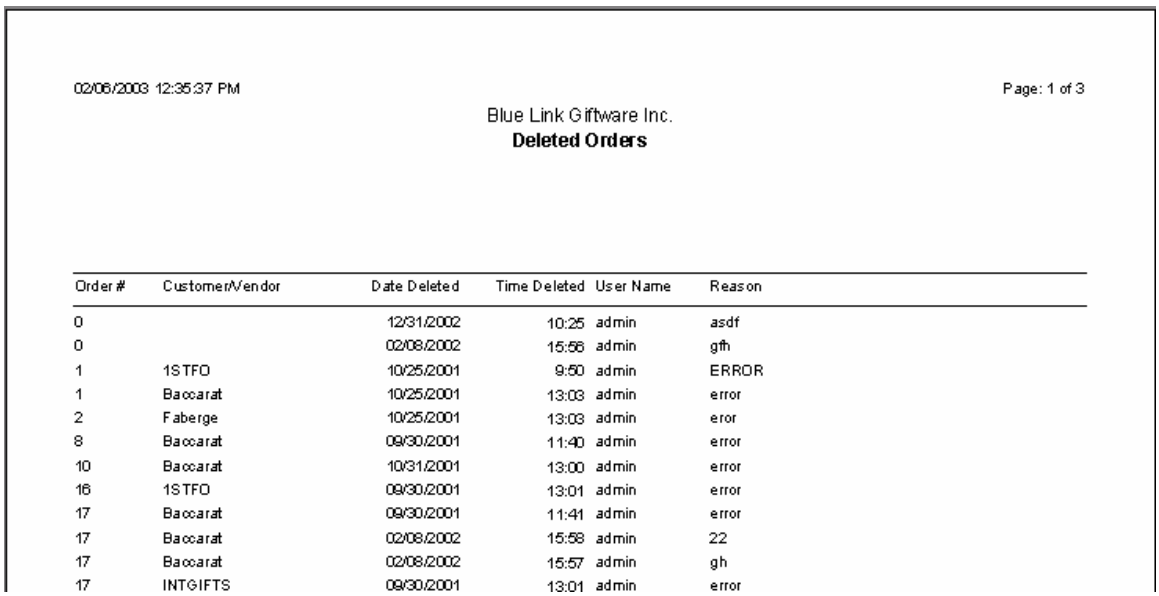
Blue Link Giftware Inc.

**Deleted Orders**

| Order # | Customer/Vendor | Date Deleted | Time Deleted | User Name | Reason |
|---|---|---|---|---|---|
| 0 | | 12/31/2002 | 10:25 | admin | asdf |
| 0 | | 02/08/2002 | 15:56 | admin | gfh |
| 1 | Baccarat | 10/25/2001 | 13:03 | admin | error |
| 2 | Faberge | 10/25/2001 | 13:03 | admin | eror |
| 8 | Baccarat | 09/30/2001 | 11:40 | admin | error |
| 10 | Baccarat | 10/31/2001 | 13:00 | admin | error |
| 17 | Baccarat | 02/08/2002 | 15:58 | admin | 22 |
| 17 | Baccarat | 09/30/2001 | 11:41 | admin | error |
| 17 | Baccarat | 02/08/2002 | 15:57 | admin | dfg |

**All**



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Blue Link Giftware Inc.

**Deleted Orders**

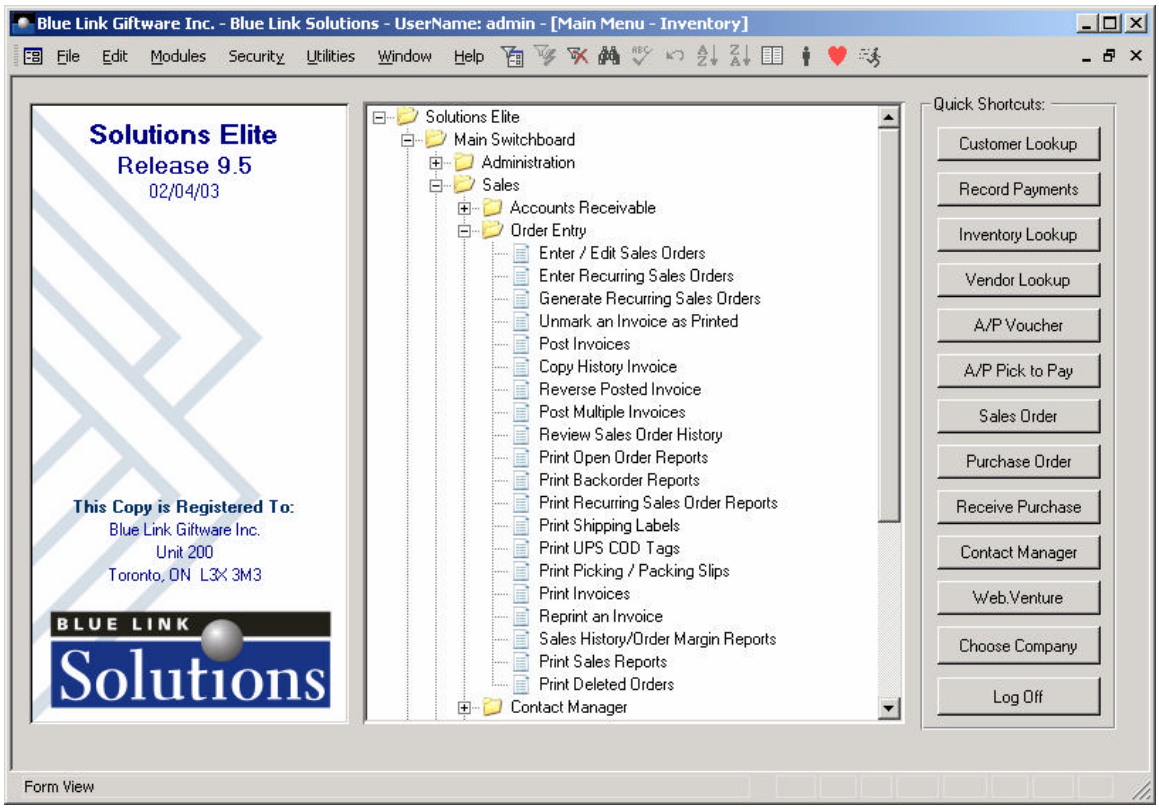
| Order # | Customer/Vendor | Date Deleted | Time Deleted | User Name | Reason |
|---|---|---|---|---|---|
| 0 | | 12/31/2002 | 10:25 | admin | asdf |
| 0 | | 02/08/2002 | 15:56 | admin | gfh |
| 1 | 1STFO | 10/25/2001 | 9:50 | admin | ERROR |
| 1 | Baccarat | 10/25/2001 | 13:03 | admin | error |
| 2 | Faberge | 10/25/2001 | 13:03 | admin | eror |
| 8 | Baccarat | 09/30/2001 | 11:40 | admin | error |
| 10 | Baccarat | 10/31/2001 | 13:00 | admin | error |
| 16 | 1STFO | 09/30/2001 | 13:01 | admin | error |
| 17 | Baccarat | 09/30/2001 | 11:41 | admin | error |
| 17 | Baccarat | 02/08/2002 | 15:58 | admin | 22 |
| 17 | Baccarat | 02/08/2002 | 15:57 | admin | gh |
| 17 | INTGIFTS | 09/30/2001 | 13:01 | admin | error |

# 14: Order Entry

The Blue Link Solutions Sales Order Entry module provides a sophisticated and flexible way to track customer orders while managing your inventory more efficiently.

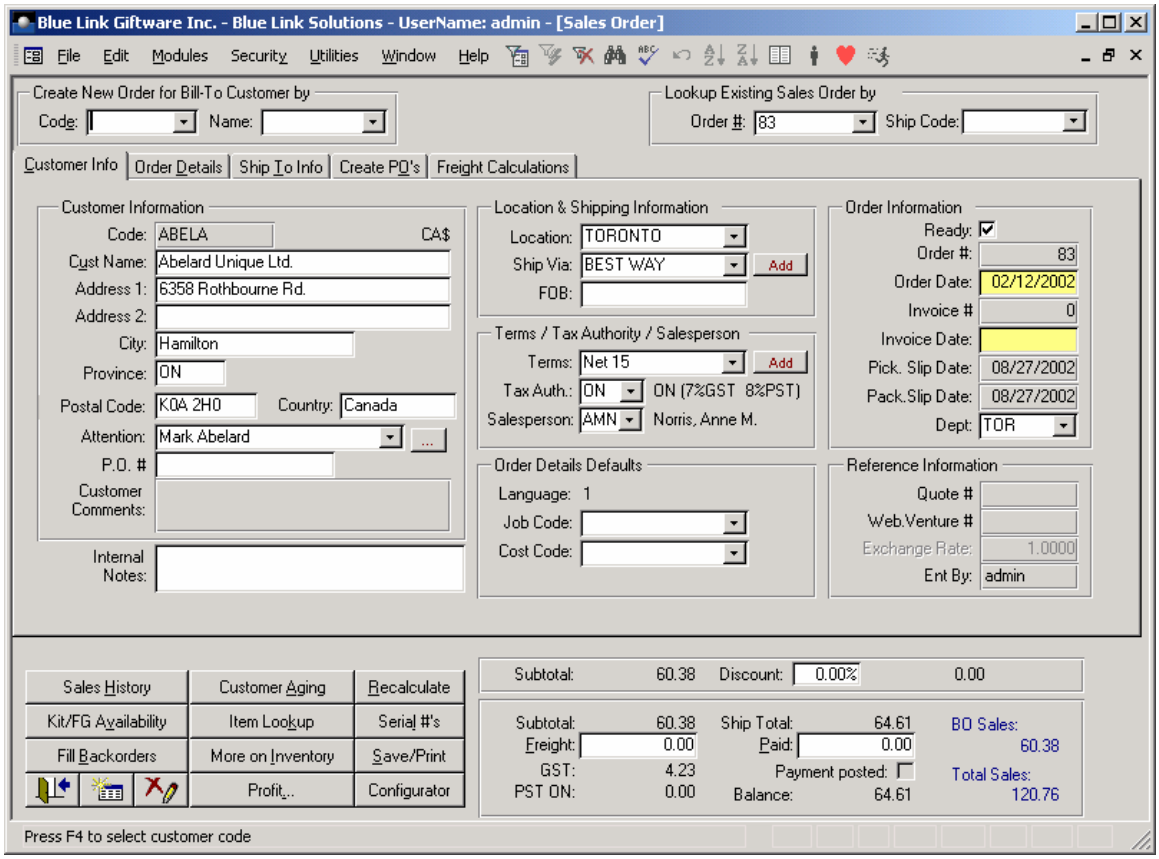
This chapter begins with a brief introduction of some sales order entry scenarios, then proceeds with the details of using the order entry module in Blue Link Solutions.

Enter the Order Entry screen through **Sales | Order Entry**.



Orders can be set to ship immediately or you can reserve stock from on hand for future shipping, backorders can be filled automatically, and an open sales order (S/O) can have additional items added, or have products invoiced from it, at any time.

The following is a sample of the Blue Link Solutions Order Entry screen:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 83 Ship Code:
Customer Info | Order Details | Ship To Info | Create PO's | Freight Calculations
Customer Information
Code: ABELA CA$
Cust Name: Abelard Unique Ltd.
Address 1: 6358 Rothbourne Rd.
Address 2:
City: Hamilton
Province: ON
Postal Code: K0A 2H0 Country: Canada
Attention: Mark Abelard
P.O. #
Customer Comments:
Internal Notes:
Location & Shipping Information
Location: TORONTO
Ship Via: BEST WAY Add
FOB:
Terms / Tax Authority / Salesperson
Terms: Net 15 Add
Tax Auth.: ON ON (7%GST 8%PST)
Salesperson: AMN Norris, Anne M.
Order Details Defaults
Language: 1
Job Code:
Cost Code:
Order Information
Ready:
Order #: 83
Order Date: 02/12/2002
Invoice #: 0
Invoice Date:
Pick. Slip Date: 08/27/2002
Pack.Slip Date: 08/27/2002
Dept: TOR
Reference Information
Quote #
Web.Venture #
Exchange Rate: 1.0000
Ent By: admin
Sales History | Customer Aging | Recalculate
Kit/FG Availability | Item Lookup | Serial #'s
Fill Backorders | More on Inventory | Save/Print
Profit... | Configurator
Subtotal: 60.38 Discount: 0.00% 0.00
Subtotal: 60.38 Ship Total: 64.61 BO Sales: 60.38
Freight: 0.00 Paid: 0.00
GST: 4.23 Payment posted:
PST ON: 0.00 Balance: 64.61 Total Sales: 120.76
Press F4 to select customer code

# 14.1 Using an Order Entry System

The simplest transaction for a sales and inventory accounting system is the scenario where all items are in stock, the invoice is printed and the items are shipped. However, complicating factors may arise. What do you do when an ordered item is out of stock? How can you reserve items from inventory on hand without shipping them? Can you add items to an open sales order if you receive a call from your customer requesting additions to an earlier order?

The sales order system used in Blue Link Solutions provides you with powerful yet easy to use methods of integrating your inventory and sales operations. Blue Link Solutions' sales order system contains the following elements:

1. Purchase for Customer (Purchase Order / Sales Order Integration)
2. Inventory reservation.
3. Support for multiple invoices against a single sales order (i.e. when filling backorders)

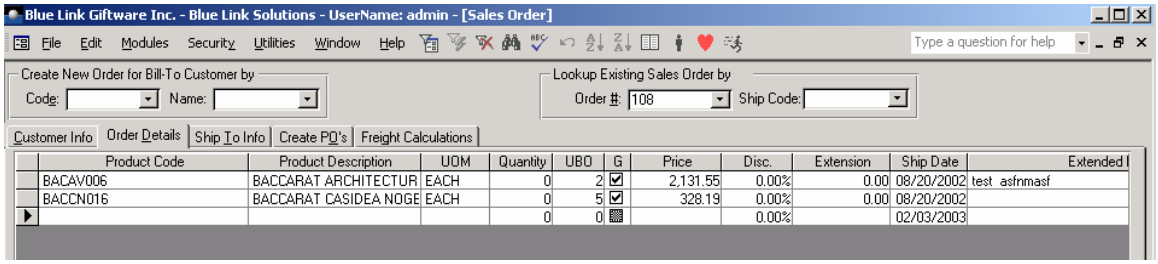
The following sections will introduce you to the sales order features and describe three possible business situations using these sales order features.

## 14.1.1 Purchase for Customer (Purchase Order / Sales Order Integration)

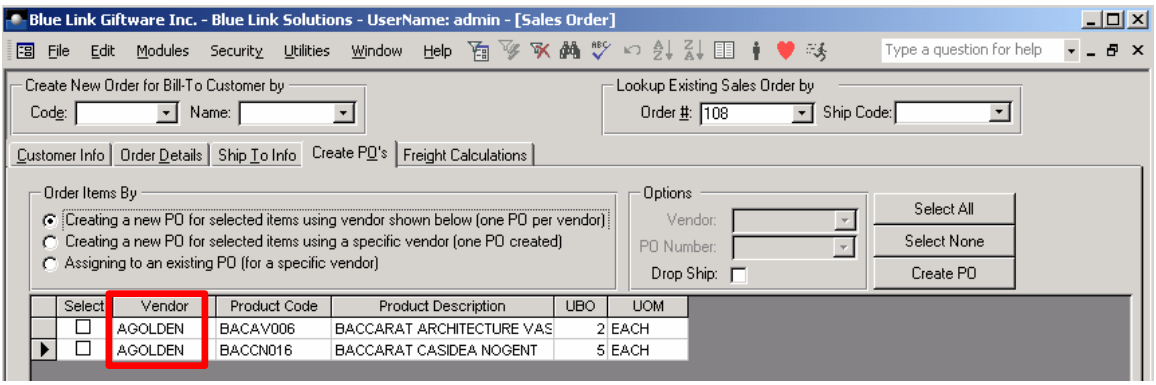
In this scenario your business model, or at least part of it, involves taking orders from your customers and then turning around and purchasing from your suppliers. You usually do not hold too much inventory on hand. This means that most orders that come in begin in a backordered status, and then you purchase to fill those backorders and then ship and invoice your customer. By using the integration of Purchase Orders with Sales Orders, this process can become easier as well as seamless.

### *Order Entry*

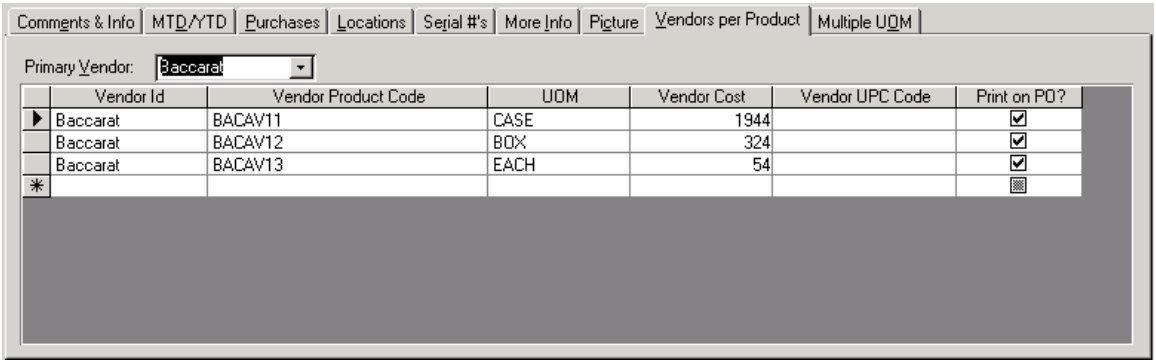
To begin, an order is placed in Order Entry for various products that you may represent. The order is entered and since you do not stock this inventory, the item goes on backorder.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Type a question for help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 108 Ship Code:
Customer Info Order Details Ship To Info Create PO's Freight Calculations
Product Code Product Description UOM Quantity UBO G Price Disc. Extension Ship Date Extended
BACAV006 BACCARAT ARCHITECTUR EACH 0 2 2,131.55 0.00% 0.00 08/20/2002 test asfnmasf
BACCN016 BACCARAT CASIDEA NOGE EACH 0 5 328.19 0.00% 0.00 08/20/2002
0 0 0.00% 02/03/2003

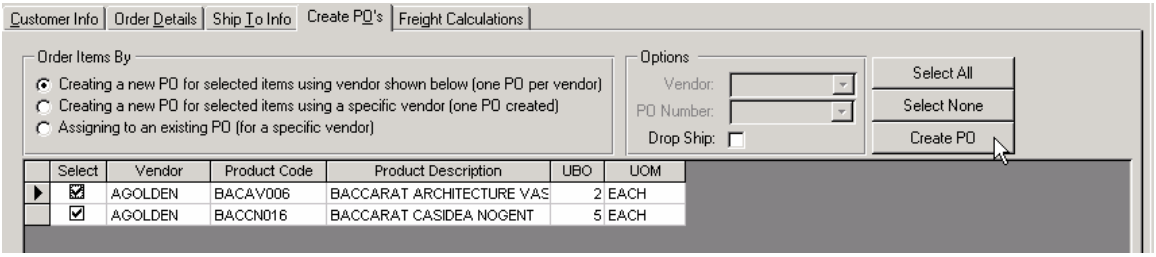
**Create a Purchase Order**
On the Create PO's tab you will see the items that have gone on backorder from the order that was entered above. Note that it only shows backordered items and backordered quantities.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Type a question for help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 108 Ship Code:
Customer Info Order Details Ship To Info Create PO's Freight Calculations
Order Items By
Creating a new PO for selected items using vendor shown below (one PO per vendor)
Creating a new PO for selected items using a specific vendor (one PO created)
Assigning to an existing PO (for a specific vendor)
Options
Vendor:
PO Number:
Drop Ship:
Select All
Select None
Create PO
Select Vendor Product Code Product Description UBO UOM
AGOLDEN BACAV006 BACCARAT ARCHITECTURE VAS 2 EACH
AGOLDEN BACCN016 BACCARAT CASIDEA NOGENT 5 EACH

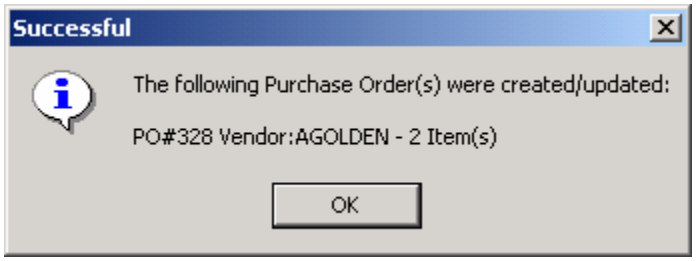
Another thing to note is the vendor code that is found assigned to the items. This is based on the Primary Vendor field that in the setup of inventory items in Enter / Change Inventory Items. Enter the Primary Vendor on the Vendors per Product tab.


Comments & Info MTD/YTD Purchases Locations Serial #'s More Info Picture Vendors per Product Multiple UOM
Primary Vendor: Baccarat
Vendor Id Vendor Product Code UOM Vendor Cost Vendor UPC Code Print on PO?
Baccarat BACAV11 CASE 1944
Baccarat BACAV12 BOX 324
Baccarat BACAV13 EACH 54

Check off which items that you want to create a Purchase Order for and then select the button Create PO. For more information on the options on this form, see the Create PO's section further on in this chapter.

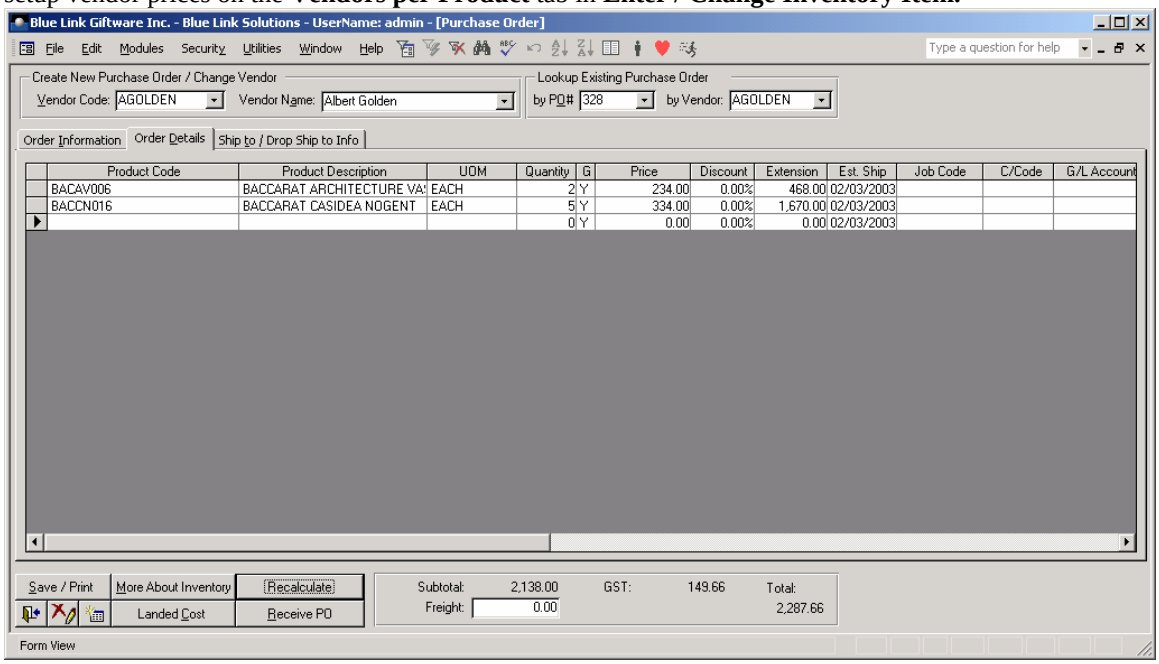

Customer Info Order Details Ship To Info Create PO's Freight Calculations
Order Items By
Creating a new PO for selected items using vendor shown below (one PO per vendor)
Creating a new PO for selected items using a specific vendor (one PO created)
Assigning to an existing PO (for a specific vendor)
Options
Vendor:
PO Number:
Drop Ship:
Select All
Select None
Create PO
Select Vendor Product Code Product Description UBO UOM
AGOLDEN BACAV006 BACCARAT ARCHITECTURE VAS 2 EACH
AGOLDEN BACCN016 BACCARAT CASIDEA NOGENT 5 EACH

Upon selecting the Create PO's button you will be notified of the Purchase Order that was created.



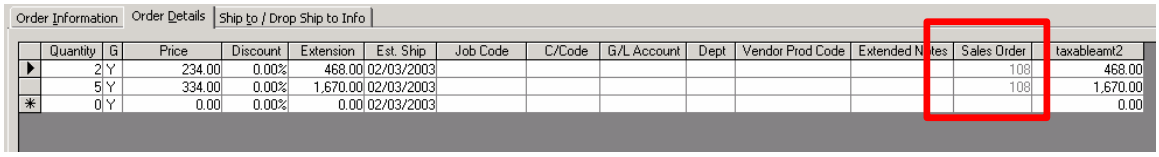
## *Purchase Orders*

I have pulled up Purchase Order 53 and can see the items are on order for the customer in the above example. The prices are defaulted because I have the **Vendor Cost Specified** option selected and have setup vendor prices on the **Vendors per Product** tab in **Enter / Change Inventory Item.**

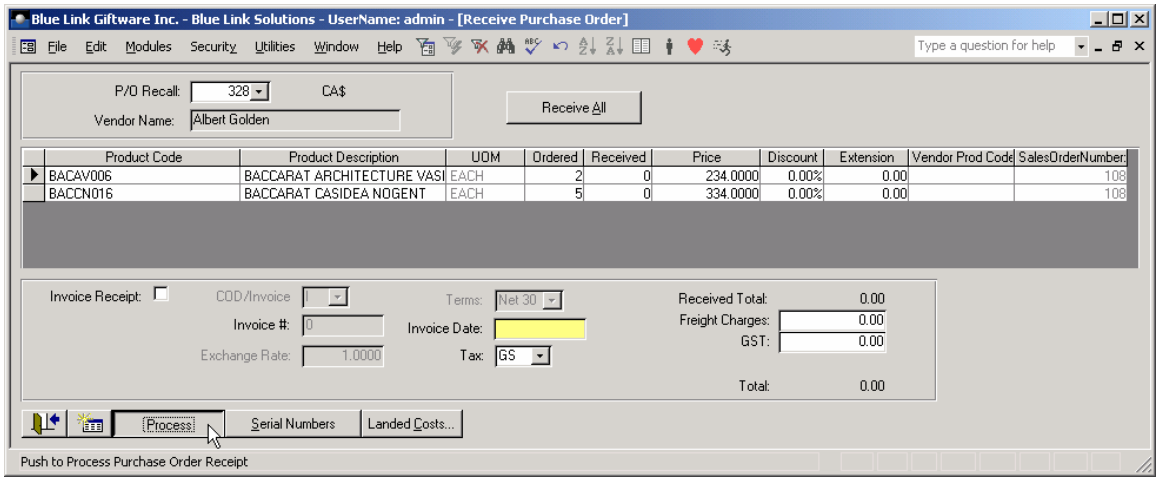



**The Link**

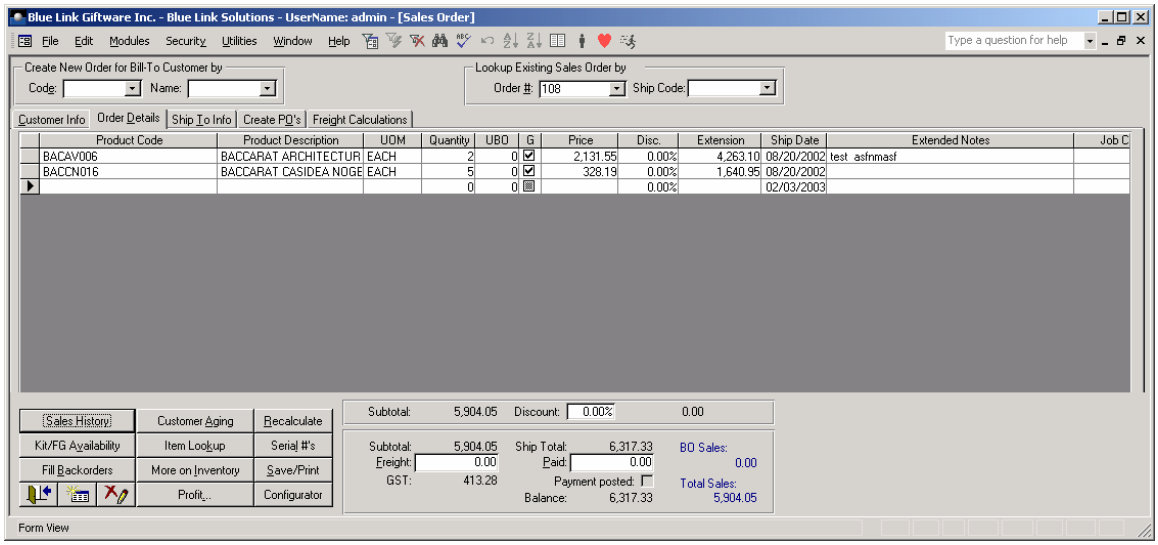
If you scroll to the right on the Order Details tab you can see the Sales Order reference number. If you were to go back to the Sales Order you could view the Purchase Order number that this Sales Order is linked to. If you do not see this field, go to **System Maintenance | System Master | Data Entry & Other Defaults** and select the option to **Display PO/SO Cross Reference**.




**Receive Purchase Order**



Once the Purchase Order is received it will fill the backorders on the Sales Order that created this process. Any excess items received above the ordered quantity will go to inventory on hand.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Type a question for help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 108 Ship Code:
Customer Info Order Details Ship To Info Create PO's Freight Calculations
Product Code Product Description UOM Quantity UBO G Price Disc. Extension Ship Date Extended Notes Job C
BACAV006 BACCARAT ARCHITECTUR EACH 2 0 2,131.55 0.00% 4,263.10 08/20/2002 test asfnmasf
BACCN016 BACCARAT CASIDEA NOGE EACH 5 0 328.19 0.00% 1,640.95 08/20/2002
0 0 0.00% 02/03/2003
Sales History
Customer Aging
Recalculate
Kit/FG Availability
Item Lookup
Serial #'s
Fill Backorders
More on Inventory
Save/Print
Profit...
Configurator
Subtotal: 5,904.05 Discount: 0.00% 0.00
Subtotal: 5,904.05 Ship Total: 6,317.33 BO Sales: 0.00
Freight: 0.00 Paid: 0.00
GST: 413.28 Payment posted:
Balance: 6,317.33 Total Sales: 5,904.05
Form View

Now you can complete the sales process.

## 14.1.2 RESERVE INVENTORY

### *Using the Ready to Ship Flag to Reserve Inventory*

In Blue Link Solutions, when an item is added to a Sales Order, the quantity ordered is automatically "allocated" to this order.

To reserve inventory for a period of time, enter the order, as usual, then clear the "ready to ship" flag to prevent the order from being processed in any batch invoicing or shipping process used by your company.

For example, assume that a customer asks you to place some goods on hold for him until the first of the month. You enter the sales order, but you set the ready-to-ship flag in the sales order header to **No** (uncheck the box). The ordered items will be transferred from Units on Hand to Units on Sales Order so that another order will not be able to use them.

When your customer is ready to receive the order, use the sales order program and change the ready-to-ship flag to **Yes** (check the box) to indicate you are ready to release the items on hold. Then you can print your shipping invoices and ship the order in the usual manner.

### *How Blue Link Solutions Handles Inventory Reserving*

A default setting for the ready-to-ship flag can be stored in **System Interface**. You can also change these settings as an individual order is entered. If you operate under a simple "ship if available" procedure, you should set your default to **Yes** (the box will be checked).

If the setting for the header is **No** (the box will be unchecked), the quantities for the order will still be reserved from on hand, and the order will **not** appear with the ready-to-ship items in the following document/procedures:

1. Packing slips

2. Invoice printing
3. Invoice posting.

The "not-ready-to-ship" orders will be held in the system until you release them to be shipped. To release the order call it up in **Enter/Change Sales Order**. The cursor is placed immediately in the **Ready** field (the ready-to-ship flag). Change the flag to a **Yes** (check the box).

For more examples of how to use the backorder and shipping flag features of Blue Link Solutions, see the section on **Model Sales Order Systems**.

## 14.1.3 MULTIPLE INVOICING AND ADDING TO AN EXISTING SALES ORDER

An open sales order is any customer order that has at least one open item that has not been posted. In order to allow you to recall a sales order for alteration or review, a sales order number is automatically assigned. New line items can be added to an open sales order. You can also delete or change items that are on the order if they have not yet been posted.

When all goods are invoiced on the sales order, the sales order is closed, and you can no longer add line items or make any changes to it. This ability to add line items to an open sales order gives you a convenient and flexible way to record your customer orders, as the date to enter line items onto a sales order is independent of estimated shipping dates, and the date of the generated invoices.

## 14.1.4 EXAMPLES OF SALES ORDER SYSTEMS

Below are three sales order system examples ranging from a simple backorder system to a distributor's model that uses inventory reserving and releasing extensively.

### *Simple Backorder Example*

This sort of operation might be used by a small retailer or reseller who does not handle large volumes of goods, usually has a stock on hand to fill orders, but uses the backorder feature to keep track of orders when a product is temporarily out of stock.

The following list of procedures represents the most common way that this sort of business can use the Blue Link Solutions backorder feature. Use this procedure "as is" or adapt to your needs.

1. Set the **System Interface** ready-to-ship default flag to **Yes**. This assures that all sales orders and associated line items will be marked ready-to-ship as soon as they are entered.

2. You can enter sales orders one at a time or several in one session. All line items on all sales orders that have units on hand will be invoiced. The only orders that will not ship completely are orders with backordered amounts.

3. When you print and post your invoices, use **Enter/Change Sales Order** to automatically fill backorders. Inventory receipts or order cancellations after the time the back orders were created make more stock available for backordered items.

### *Simple Inventory Reserve Example*

This model represents a medium reseller who can usually fill orders from inventory on hand but occasionally needs some inventory reserve for a high priority customer or a customer with a large standing order.

1. Set the **System Interface** ready-to-ship default flag to **Yes**. This assures that all sales orders and associated line items will be marked ready-to-ship as soon as they are entered.

2. Enter sales orders one at a time or several in one session. When you enter the sales order and want to reserve inventory for a later shipment or for a standing order, set the ready-to-ship flag to **No**. This will hold the inventory until you are ready to release it.

3. When you print and post your invoices, all ready-to-ship items will be processed. When you are ready to send out the reserved order, use the sales order entry program to change the ready-to-ship flags to **Yes**. The order is then printed and processed like a regular order.

These procedures still allow you to track any backordered items you may have on your sales orders.

### *Distributor's Sales Order Example*

This example is that of a high-volume distributor. Inventory stocks are generally low, or variable, and orders are not often filled from stock on hand. Backordering and reserving inventory are the rule and not the exception.

1. Set the **System Interface** ready-to-ship default flag to **No** (uncheck the box). All sales orders items will be flagged as not ready to ship.

2. Enter sales orders one at a time or several in one session.

3. Print shipping documents (packing slips) periodically and send them to the warehouse to stage and load orders. Invoices can be prepared based on the information returned from the warehouse.

4. When a receiving order comes in from a supplier print the backorder list. Use this list to release selected invoices, using **Enter**/**Change Sales Order**.

5. You will typically print and post invoices once or twice per day in large batches. When you do, remember to fill whatever backorders remain on your ready-to-ship invoices.

### *Priority Invoices*

You may need to bypass some of these procedures from time to time in order to rush an order. Blue Link Solutions provides the means to process a single order from start to finish.

1. Enter the sales order and note the sales order number assigned by the system.

2. Be sure to set ready-to-ship flag to **Yes** on items to be shipped on that order.

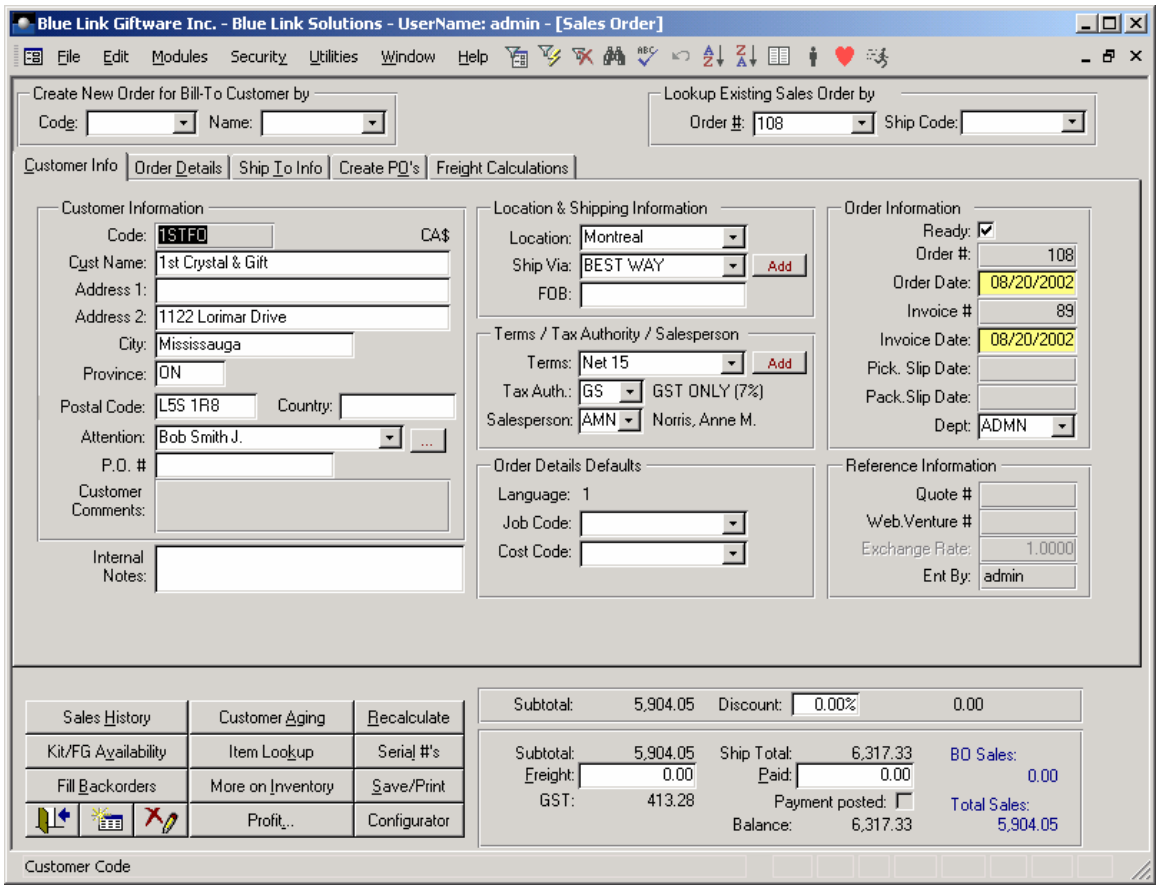
3. Select **Save/Print**, and print and post the invoice.

This procedure can be applied to any of the models described above.

# 14.2 Enter/Change Sales Order

Use this program to enter and modify sales order records for your customers. A sales order can include both regular and non-inventory items. All shipping documents and invoices are printed from the information entered in this program.

You can use the sales order program to automatically record and track backorders. You can also put inventory on hold for a customer, or create multiple invoices against an open sales order.




**Search By**
The **Bill To** list will change depending on which option you choose to search by, either Customer **Code** or Customer **Name.** The default is **Code.**

**Bill To (required)**
The code for the customer making the purchase. You can change the "Bill To" information by typing in the appropriate information. You can maintain a separate "Bill To" and "Ship To" address in Accounts Receivable and have multiple "Ship To's" for the client. To activate the feature, press the **Ship To** button.

## 14.2.1 CUSTOMER INFO TAB

**Name**
Default entries from the customer record (created in **Enter/Change Customer Information**).

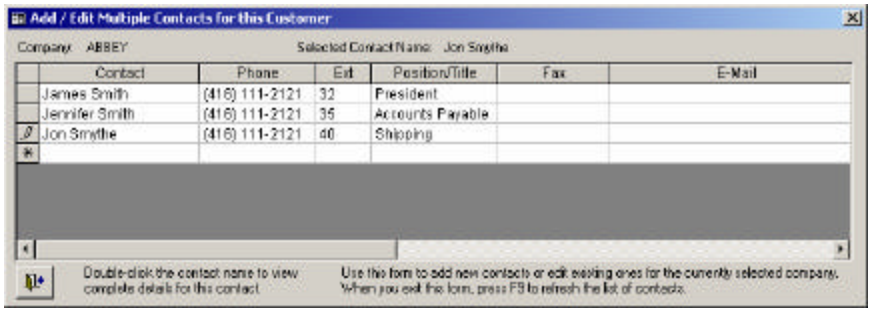
**Address 1**
Default entries from the customer record (created in **Enter/Change Customer Information**).

**Address 2**
Default entries from the customer record (created in **Enter/Change Customer Information**).

**City**
**Province/State/County**
**Postal Code/Zip Code**
Default entries from the customer record (created in **Enter/Change Customer Information**).

**Attention**
The person to whose attention this order should be addressed, with a default defined from the **Contact** field in the customer record. If you print shipping labels, this information will automatically be printed on the label.

*Alternate Contact* – you may select an alternate contact from the pick list, which was setup in **Enter / Change Customer | Multiple Contacts** tab. Alternatively, you may click on the builder button which will launch the screen below. This will allow you to add a new contact which will update your customer records.




**P/O #**
If the customer has given you a P/O number, enter that number here.

**Internal Notes**
Use this memo field to enter notes on this particular sales order. These notes will not print anywhere.

**AR Comments**
These are the comments set up in Enter / Change Customer. They are not editable from Order Entry. The purpose is to remind or warn the person taking the order about this customer, at the time of creating the order.

**Ready**
If you want all line items on this sales order to be invoiced and shipped from units on hand, check this box. Clearing the check from the box reserves inventory items from units on hand, and will not release them to be invoiced or shipped until you return to the screen and change the check this box.

**Job Code**
This field is used in job costing. Select the job this Sales Order is related to. It will default the Job Code per line item.
**Cost Code**
Cost code associated with Job. This will be the default cost code per line item.

| Note: | If you are not using Job Costing, you can disable the Job and Cost Code fields by going into System Maintenance \| System Master Lists \| Job Costing and uncheck the flag for "Show Job Detail On? \| Sales Order." |
|---|---|

**FOB**
This is the FOB destination for the goods reflected on this order.

**Ent By**
The person who entered the order. This is a three character alphanumeric field. This field will default to a value set up in **System Interface**.

**Slsp**
An employee code for the sales person on this sales order. This is a three character numeric field. This field will default to the sales person number associated with this customer in **Enter/Change Customer Information**.

**Location**
The location of the specific inventory items being processed on this order. This will default based on the location setup for this customer. You may change the location before begin to enter items onto the sales order. Otherwise, you must delete the items if you wish to change the location.

**Ship Via**
The method of shipment. This is a 15 character alphanumeric field. This field will default to the value set up in **System Maintenance | System Master Lists | Shipping Related**.

**Terms (Required)**
Chosen from a pop-up menu, with a default entry from the customer record highlighted.

**Invoice #**
This field will is populated when you print the invoice for the first time (to a printer or to the screen).

**Invoice Date**
This field is populated automatically by the system when the invoice is first printed. When the invoice is posted, this date will be used as the transaction date. To post an invoice to a different period, enter the date in this field.

| **Note:** | **This date is populated the first time that the invoice is printed to printer or screen. If the order is filled at a later date, you may want to manually change the date.** |
|---|---|

**Currency**
The currency code associated with the customer's account. The dollar amounts shown on this invoice are assumed to be in the customer's currency.

| Tip: | To calculate prices for customers in different currencies, use price matrix discount levels, or contract pricing (in Elite). |
|---|---|

**Rate**
The exchange rate between this currency and your own currency.

**Tax Auth.**
Enter the tax authority under which you normally charge this customer. This is defaulted from the customer record.

**Order Date**
The system date defaults here but may be changed. This date represents the order date, not the invoice date.

**Dept**
If you are using G/L departments, this field allows optional entry of a G/L Department Code to post the sales to a specific department set up in your Chart of Accounts.

| Note: | See System Maintenance \| System Master \| Data Entry & Other Defaults for more options: |
|---|---|

1. You may have this department field required.
2. You may use this department field to post to the cost of sales account and revenue account for this inventory class. This will override any other departments setup for this inventory class.

**Quote #**
If this Sales Order was created by a Contact Manger Quote, the quote number is recorded in this field automatically.

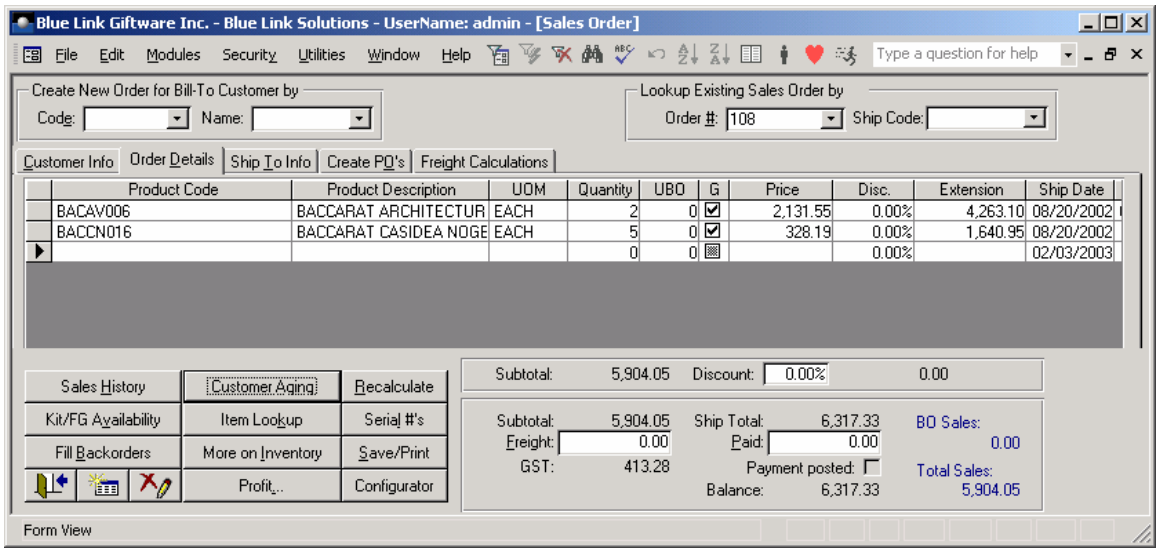
**Web.Venture Confirmation #**
If this Sales Order was imported from a Web.Venture Internet Placed order, then the Web.Venture Confirmation # will appear here.

**Language**
This is the customer's language number. "1" represents the main number, "2" represents the alternate language (in Canada, assumed to be French).

**Add Buttons**
In the sales order screen you will see **Add** buttons next to certain fields. By pressing those buttons you will be able to add items to those fields "on the fly", such as Terms.

## 14.2.2 ORDER DETAILS TAB

This screen shows information for items on the sales order. You can use the up and down arrow keys to scroll a line item back into view if you need to modify any information.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Type a question for help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 108 Ship Code:
Customer Info Order Details Ship To Info Create PO's Freight Calculations
Product Code | Product Description | UOM | Quantity | UBO | G | Price | Disc. | Extension | Ship Date
BACAV006 | BACCARAT ARCHITECTUR | EACH | 2 | 0 | 2,131.55 | 0.00% | 4,263.10 | 08/20/2002
BACCN016 | BACCARAT CASIDEA NOGE | EACH | 5 | 0 | 328.19 | 0.00% | 1,640.95 | 08/20/2002
0 | 0 | 0.00% | 02/03/2003
Sales History
Customer Aging
Recalculate
Kit/FG Availability
Item Lookup
Serial #'s
Fill Backorders
More on Inventory
Save/Print
Profit...
Configurator
Subtotal: 5,904.05 Discount: 0.00% 0.00
Subtotal: 5,904.05 Freight: 0.00 GST: 413.28
Ship Total: 6,317.33 Paid: 0.00 Payment posted: Balance: 6,317.33
BO Sales: 0.00
Total Sales: 5,904.05
Form View

**Product Code (required)**
This is the inventory product code for the line item. Inventory product codes are set up in **Enter/Change Inventory Information**. You can select from a list of inventory items or you can type in a product code.

**Product Description**
The inventory product description is displayed. You can change the description for this particular sales order.

**UOM**
If you are using the Unit of Measure Feature (See Chapter 12 on Inventory for more information) then select the UOM that you are selling to the customer to.

**Quantity (required)**
The number of units ordered. This is a numeric field.

| Note: | If you would like to enter an item line with a quantity of zero then go to System Maintenance \| System Master \| Data Entry & Other Defaults and check the flag for allowing zero quantity on the sales order. |
|---|---|

**UBO**
If the line item quantity ordered exceeds the inventory units on hand, the remaining units ordered are placed on backorder, and the number of backordered units (per line item) is displayed here.

**G (this is the first character of the Group 1 Name defined under the tax authority for this order)**
Check this box if Tax Group 1 can be charged on this product.

**P (this is the first character of the Group 2 Name defined under the tax authority for this order)**
Check this box if Tax Group 2 can be charged on this product.

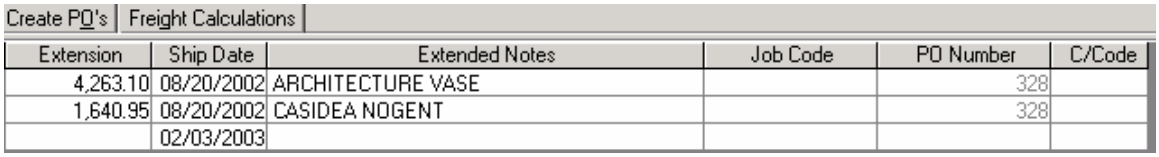
**Price (Required)**
The unit price for this customer. You are offered a default from the inventory file, using the price matrix level associated with the price level in the customer record.

**Disc**
The percentage discount used to create the unit price for this line item (if you have set up a percentage-based price matrix for this inventory item). If there is no price matrix set up or if pricing is based on a volume discount, 0% will be displayed. You can also enter or change a discount for a line item here.

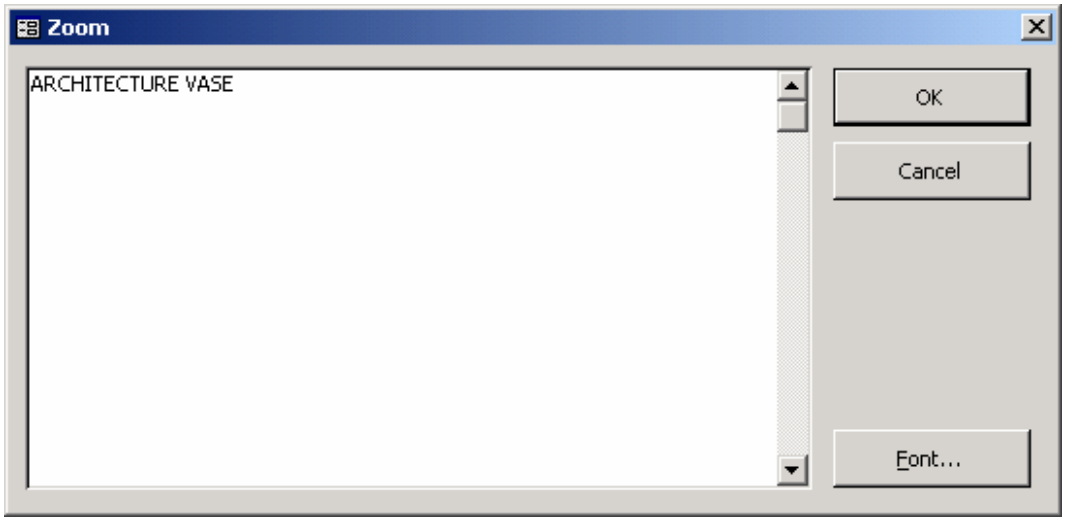
**Extension**
This is the cost to the customer of that quantity of line items, taking discounts into account.

**Ship Date**
Enter the estimated shipping date for the order, if known. The default value in this field is the current date.

Scrolling to the right reveals more fields:




**Extended Notes**
The comment field for the inventory item will fill in the Extended Notes. These can be overwritten with whatever comment you wish to add. The contents of this field will print on Invoices and Order Confirmations. Use the TAB key to move to the next field.




**Hint:** The Extended Notes filed is a memo field that can accept an almost unlimited amount of text notes. To view multiple lines in this field, you have two options. The simplest is to press SHIFT+F2 to "zoom" the field. The other option is to change the height of the detail lines. To force a new line in the field, press CTRL+ENTER. You may change the font for viewing in the Zoom box.

**PST INC** ✍
This is an Elite feature. Check this box if your company is required to calculate the PST on the cost price of an item, and track it for PST reporting purposes. The PST is posted to a separate liability account (and is not charged to the customer on the invoice).

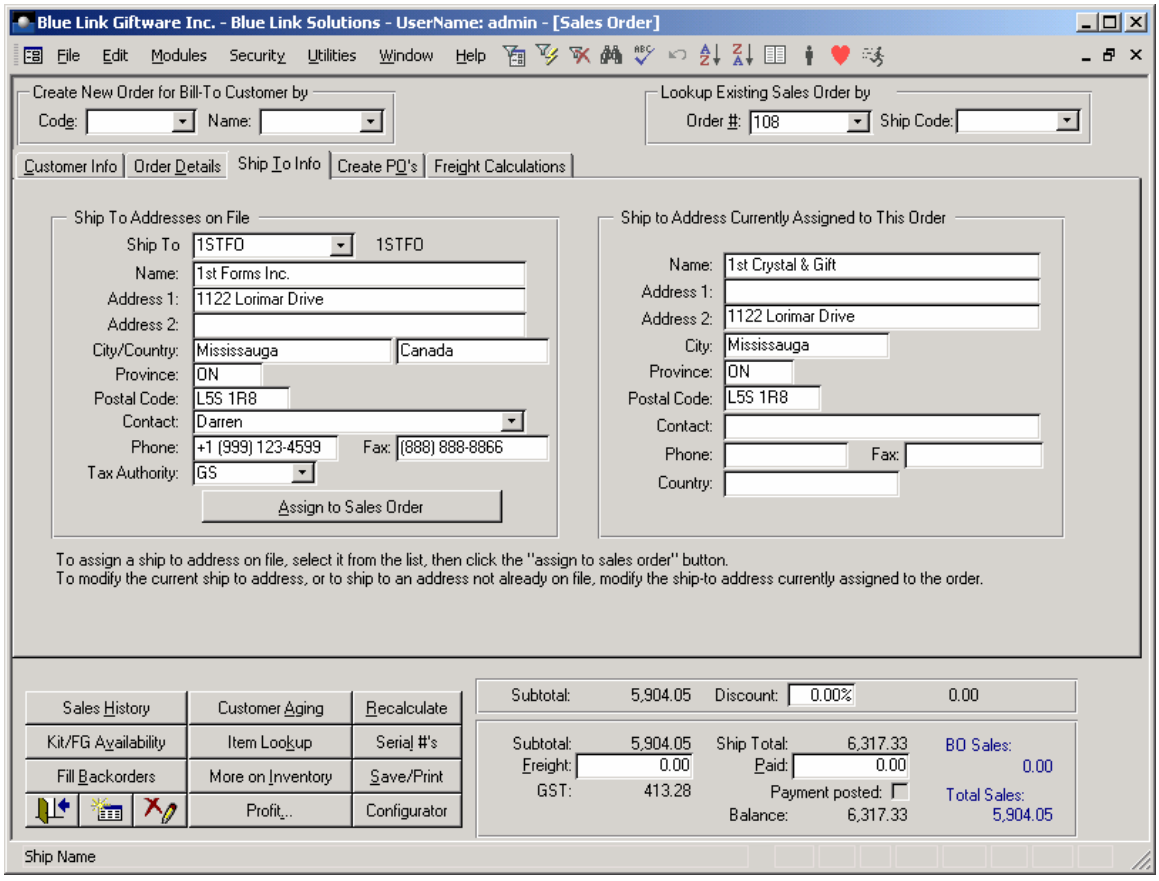
If this field does not apply to your business, it may be hidden through the system interface options. (See System Master | Inventory Information).

**Job & C/Code**
These fields will be visible if set as such in the **System Master Lists | Job Costing** tab. When visible, you can use these lines to allocated individual order line items to a particular job or cost code.

| | |
|---|---|
| **Note:** | Column sizes may be changed by slowly moving your cursor between the column names until it becomes a double arrow. Once your cursor is a double-arrow, you may click and drag to change the width of the field. |

## 14.2.3 SHIP TO INFO TAB

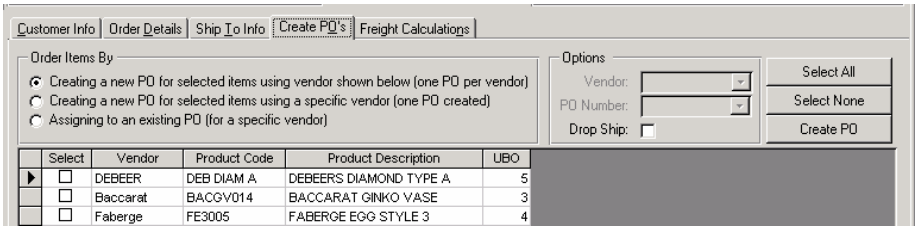
This screen lets you select a different "Ship To's" and assign it the sales order. If the delivery address for this customer is different from the billing address (as in the case of a "drop ship"), then enter the appropriate Ship To information for the customer here. To assign it to the current sales order, press the **Assign to Sales Order** button.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Sales Order]
File Edit Modules Security Utilities Window Help
Create New Order for Bill-To Customer by
Code: Name:
Lookup Existing Sales Order by
Order #: 108 Ship Code:
Customer Info | Order Details | Ship To Info | Create PO's | Freight Calculations
Ship To Addresses on File
Ship To 1STFO 1STFO
Name: 1st Forms Inc.
Address 1: 1122 Lorimar Drive
Address 2:
City/Country: Mississauga Canada
Province: ON
Postal Code: L5S 1R8
Contact: Darren
Phone: +1 (999) 123-4599 Fax: (888) 888-8866
Tax Authority: GS
Assign to Sales Order
Ship to Address Currently Assigned to This Order
Name: 1st Crystal & Gift
Address 1:
Address 2: 1122 Lorimar Drive
City: Mississauga
Province: ON
Postal Code: L5S 1R8
Contact:
Phone: Fax:
Country:
To assign a ship to address on file, select it from the list, then click the "assign to sales order" button.
To modify the current ship to address, or to ship to an address not already on file, modify the ship-to address currently assigned to the order.
Sales History
Customer Aging
Recalculate
Kit/FG Availability
Item Lookup
Serial #'s
Fill Backorders
More on Inventory
Save/Print
Profit...
Configurator
Subtotal: 5,904.05 Discount: 0.00% 0.00
Subtotal: 5,904.05 Ship Total: 6,317.33 BO Sales: 0.00
Freight: 0.00 Paid: 0.00
GST: 413.28 Payment posted:
Balance: 6,317.33 Total Sales: 5,904.05
Ship Name

| | |
|---|---|
| Note: | Tax Authority – the tax authority for this ship to address can be setup in **Enter / Change Customer Information.** This tax authority will override the bill to's tax authority. |

## 14.2.4 CREATE P/O'S TAB

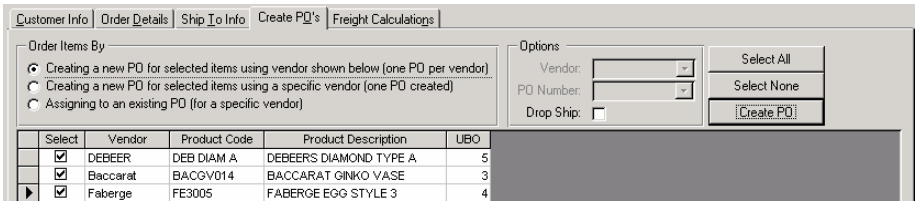
This tab was referenced earlier in this chapter in the section on Purchasing for Customer (Purchase Order/ Sales Order Integration). See this section for more detail on a typical order process using this tab. This section will detail the options that are available here.



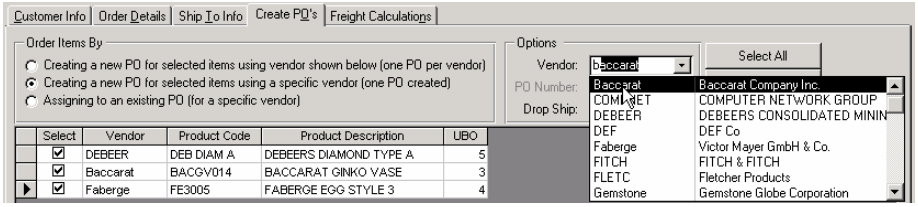

Firstly, items will appear on this tab if the item went to the backordered (UBO) field on Order Details. You will then have the option to create a Purchase Order for these items.

### *Order Items By*

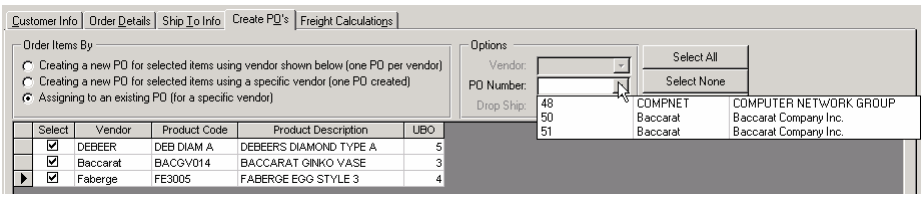
**Creating a new PO for the selected items**
This simply means that if this option is selected a purchase order will be created for the default Primary Vendor that is assigned to the inventory item. One purchase order per vendor will be created.




**Create a new PO using a specific vendor**
This option allows you to create one purchase order for all of the selected items and assign it to one vendor. This will override the default vendor that was assigned to the inventory item. When this option is selected, the vendor field on the right is enabled allowing you to select a vendor to create a purchase order for.




**Assign to an existing Purchase Order**
This option is designed to allow you to add onto an existing purchase order that has already been created for a particular vendor. When you select this option you can select a purchase order that is already open. If you need to select various items to go to different purchase orders, be sure to only select the items that are to go to one purchase order, and then begin selecting the other items.


Customer Info
Order Details
Ship To Info
Create PO's
Freight Calculations
Order Items By
Creating a new PO for selected items using vendor shown below (one PO per vendor)
Creating a new PO for selected items using a specific vendor (one PO created)
Assigning to an existing PO (for a specific vendor)
Options
Vendor:
PO Number:
Drop Ship:
Select All
Select None
48 COMPNET COMPUTER NETWORK GROUP
50 Baccarat Baccarat Company Inc.
51 Baccarat Baccarat Company Inc.
Select
Vendor
Product Code
Product Description
UBO
DEBEER DEB DIAM A DEBEERS DIAMOND TYPE A 5
Baccarat BACGV014 BACCARAT GINKO VASE 3
Faberge FE3005 FABERGE EGG STYLE 3 4

### *Options*

The other options that are available include:

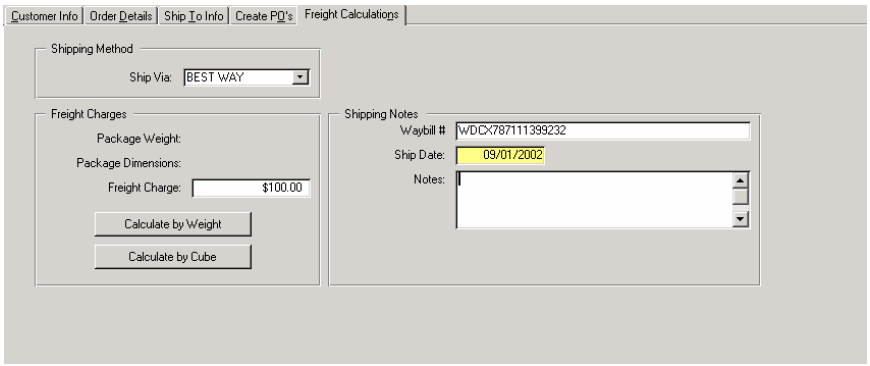
**Drop Ship**
The drop ship option, if selected it will create the purchase order with the ship address as being the customers shipping address.

**Select All / Select None**
These options check all of the items off as being selected or uncheck all of the items as being selected.

**Create PO**
This is the button that needs to be selected to create the purchase order(s).

## 14.2.5 FREIGHT CALCULATIONS TAB

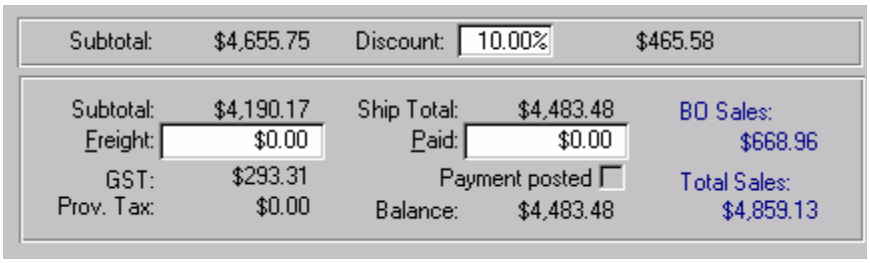
This is an Elite feature.




See Chapter 18 – Elite Features for details.

## 14.2.6 TOTALS SECTION

This section displays the various subtotals for the Sales Order.


Subtotal: $4,655.75 Discount: 10.00% $465.58
Subtotal: $4,190.17 Ship Total: $4,483.48 BO Sales:
Freight: $0.00 Paid: $0.00 $668.96
GST: $293.31 Payment posted Total Sales:
Prov. Tax: $0.00 Balance: $4,483.48 $4,859.13

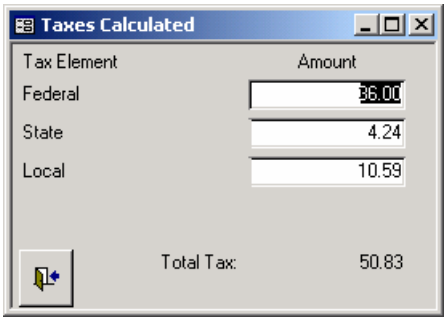
**Subtotal (Top Portion)**
This is the amount before the discount. The subtotal amount for the sales order for all on-hand, ready-to-ship items (calculated automatically and displayed as a running subtotal).

**Discount**
This field is available if this sales order is applicable to a flat discount as opposed to a discount per product.

**Subtotal (Bottom Portion)**
This is the amount after the discount and is applicable for the sales tax calculations.

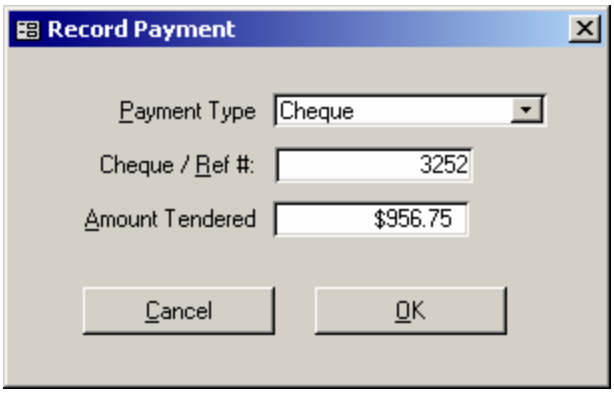
**Freight**
The freight charged for this sales order. You should fill in this field before saving the sales order.

**Tax**
The amount of tax for this sales order (calculated automatically when you leave the details section of the screen, or when you save the sales order). You may double click on this field. If there is more than one tax element in this tax group you will see multiple lines. You may edit the detail here and it will update the total.

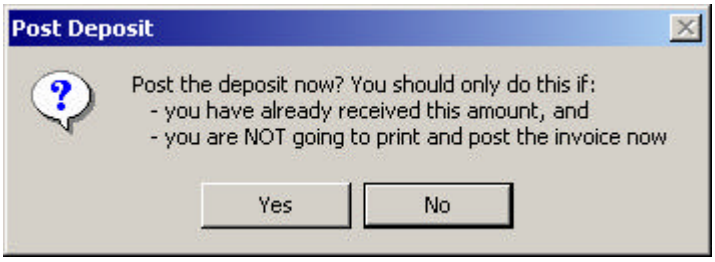



**Ship Total**
The total amount of the sales order for those items that can be delivered (on-hand and ready-to-ship). This is the Subtotal + Tax + Freight.

**Paid**
If you have received payment on this sales order you may enter it here. When you click on **Save/Print**, if there is a payment deposit, the deposit will be recorded and posted to the Deposit Clearing account.




Upon clicking OK from the above screen, you will be greeted with the following message.


Post Deposit
Post the deposit now? You should only do this if:
- you have already received this amount, and
- you are NOT going to print and post the invoice now
Yes
No

Post the deposit now if:

1. You have received the payment
2. You are not going to print and post the invoice now. The reason for this is that it will post a liability now if you say yes. Then upon posting the invoice it will reverse the liability. Therefore it is unnecessary to post the deposit now if you are posting the invoice now.

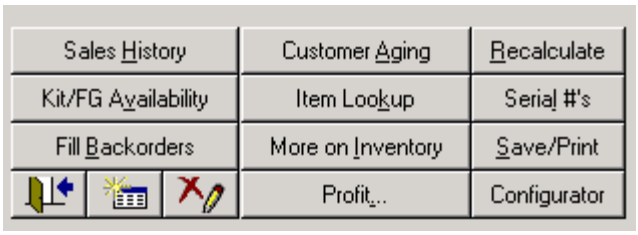
**Payment Posted**
This box will only be checked when the deposit has been posted.

If the sales order is in a foreign currency, and you choose to post the deposit after clicking the **Save/Print** button, note that an unrealized exchange difference will be recognized and posted to the exchange difference account. The amount posted to the customer deposits liability account will be converted to local currency.

**Balance**
The total amount owing on the sales order taking any payments into account.

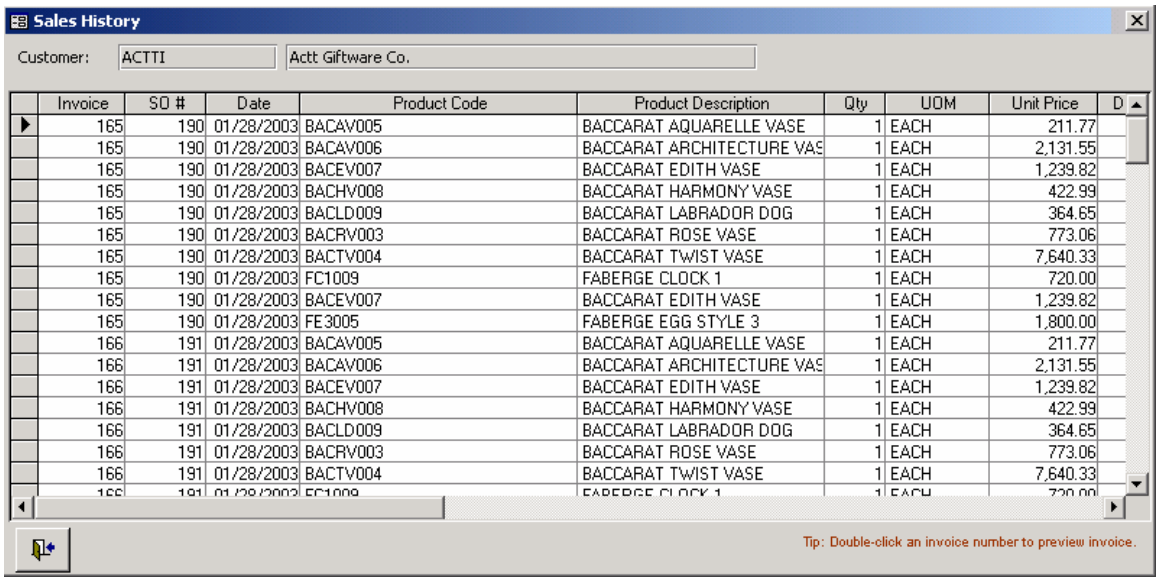
**B/O Sales**
If there are items on backorder, the backorder sales value is filled in here.

**Total Sales**
The total sales value of the Sales Order, excluding freight and taxes, but including backorder value.




## 14.2.7 SALES HISTORY

This screen displays the customer's previous sales. The following screen will be displayed:




| Invoice | SO # | Date | Product Code | Product Description | Qty | UOM | Unit Price |
|---|---|---|---|---|---|---|---|
| 165 | 190 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 |
| 165 | 190 | 01/28/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 |
| 165 | 190 | 01/28/2003 | BACEV007 | BACCARAT EDITH VASE | 1 | EACH | 1,239.82 |
| 165 | 190 | 01/28/2003 | BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | 422.99 |
| 165 | 190 | 01/28/2003 | BACLD009 | BACCARAT LABRADOR DOG | 1 | EACH | 364.65 |
| 165 | 190 | 01/28/2003 | BACRV003 | BACCARAT ROSE VASE | 1 | EACH | 773.06 |
| 165 | 190 | 01/28/2003 | BACTV004 | BACCARAT TWIST VASE | 1 | EACH | 7,640.33 |
| 165 | 190 | 01/28/2003 | FC1009 | FABERGE CLOCK 1 | 1 | EACH | 720.00 |
| 165 | 190 | 01/28/2003 | BACEV007 | BACCARAT EDITH VASE | 1 | EACH | 1,239.82 |
| 165 | 190 | 01/28/2003 | FE3005 | FABERGE EGG STYLE 3 | 1 | EACH | 1,800.00 |
| 166 | 191 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | 1 | EACH | 211.77 |
| 166 | 191 | 01/28/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 |
| 166 | 191 | 01/28/2003 | BACEV007 | BACCARAT EDITH VASE | 1 | EACH | 1,239.82 |
| 166 | 191 | 01/28/2003 | BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | 422.99 |
| 166 | 191 | 01/28/2003 | BACLD009 | BACCARAT LABRADOR DOG | 1 | EACH | 364.65 |
| 166 | 191 | 01/28/2003 | BACRV003 | BACCARAT ROSE VASE | 1 | EACH | 773.06 |
| 166 | 191 | 01/28/2003 | BACTV004 | BACCARAT TWIST VASE | 1 | EACH | 7,640.33 |

**Invoice**
The invoice number used in historical sales.

**SO#**
The sales order which this invoice was generated from.

**Date**
The invoice date used in the previous sales.

**Product Code/Product Description**
The product codes and product descriptions purchased.

**Qty**
The quantity ordered on that invoice.

**UOM**
The unit of measure used for this invoice.

**Unit Price**
The Unit Price of each product.

**Purchase Order**
If there was a P/O assigned to this purchase, the P/O number will be displayed.

**Extended Notes**
The extended notes used for this invoice.

**Ship Via**
The shipping method used for this invoice.

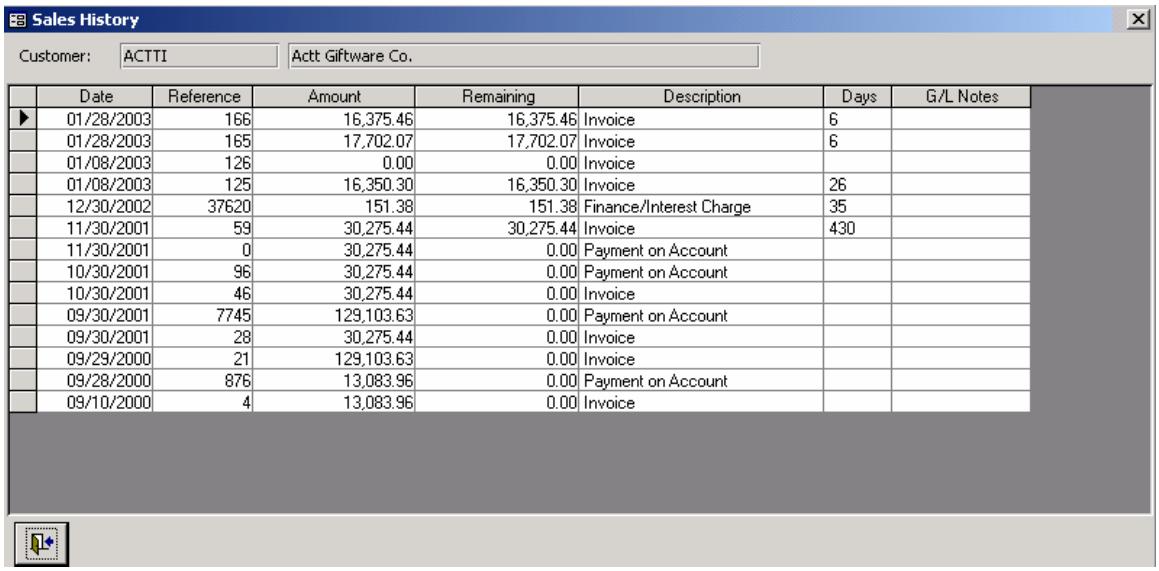
**Waybill #**
The waybill referenced for this invoice.

**Ship Date**
This ship date of this invoice.

**Ship Code**
1. The ship code referenced for this invoice.

## 14.2.8 CUSTOMER AGING

This screen shows any payments and outstanding invoices not yet purged. The following screen will be displayed:




| Date | Reference | Amount | Remaining | Description | Days | G/L Notes |
|---|---|---|---|---|---|---|
| 01/28/2003 | 166 | 16,375.46 | 16,375.46 | Invoice | 6 | |
| 01/28/2003 | 165 | 17,702.07 | 17,702.07 | Invoice | 6 | |
| 01/08/2003 | 126 | 0.00 | 0.00 | Invoice | | |
| 01/08/2003 | 125 | 16,350.30 | 16,350.30 | Invoice | 26 | |
| 12/30/2002 | 37620 | 151.38 | 151.38 | Finance/Interest Charge | 35 | |
| 11/30/2001 | 59 | 30,275.44 | 30,275.44 | Invoice | 430 | |
| 11/30/2001 | 0 | 30,275.44 | 0.00 | Payment on Account | | |
| 10/30/2001 | 96 | 30,275.44 | 0.00 | Payment on Account | | |
| 10/30/2001 | 46 | 30,275.44 | 0.00 | Invoice | | |
| 09/30/2001 | 7745 | 129,103.63 | 0.00 | Payment on Account | | |
| 09/30/2001 | 28 | 30,275.44 | 0.00 | Invoice | | |
| 09/29/2000 | 21 | 129,103.63 | 0.00 | Invoice | | |
| 09/28/2000 | 876 | 13,083.96 | 0.00 | Payment on Account | | |
| 09/10/2000 | 4 | 13,083.96 | 0.00 | Invoice | | |

**Date**
This is either the date of the cheque if it is a deposit or the date of the invoice if it is an invoice.

**Reference**
This is either the cheque number if it is a deposit or the invoice number of it is an invoice.

**Amount**
This is the original amount of the transaction.

**Remaining**
This is the balance owing on the transaction.

**Description**
This is the description of the transaction.

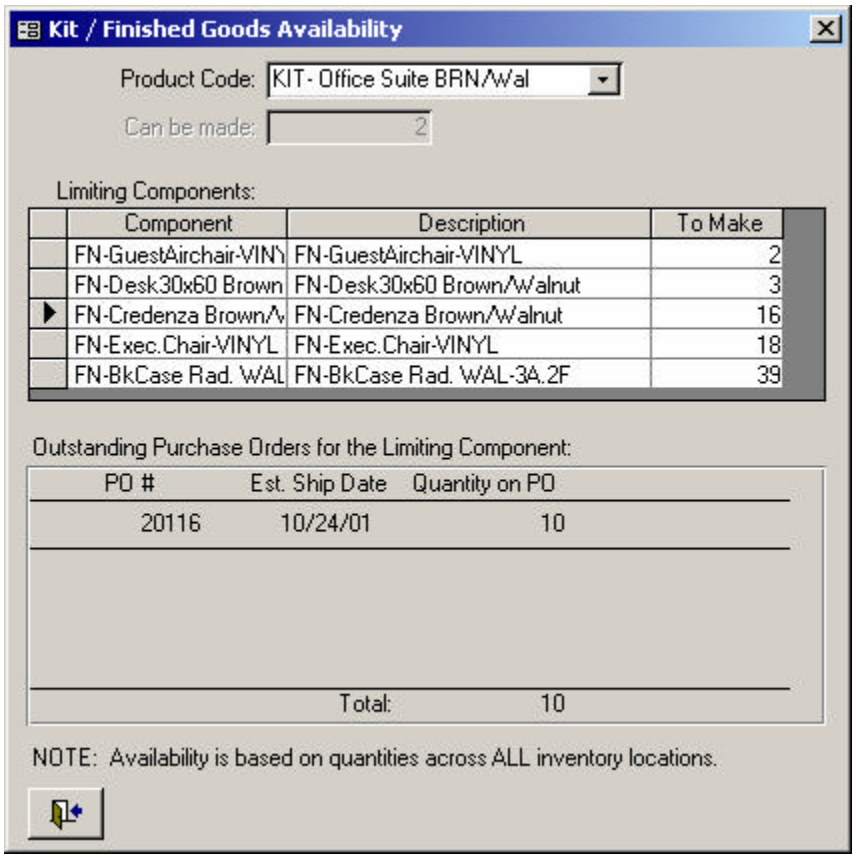
**Days**
This is the number of days the transaction is overdue.

**G/L Notes**
Any notes entered in AR voucher to print in the General Ledger reports.

## 14.2.9 RECALCULATE

If the numbers (especially taxes) have not recalculated after enter the line items, click on this button for the numbers to update.

## 14.2.10 KIT/FG AVAILABILITY




This feature allows the user to call up a kit item (Inventory Type 'K') and see how many possible kits can be sold. Since a kit contains other products within it the system will look at the availability of those units. It will then determine the maximum number of kits or finished goods, which can be made form these units. If there are Limiting Components to making more kits they will be displayed in the "Limiting Components" field.

**Product Code**
Select the kit for which you want to determine the maximum available and thus how many can be sold.

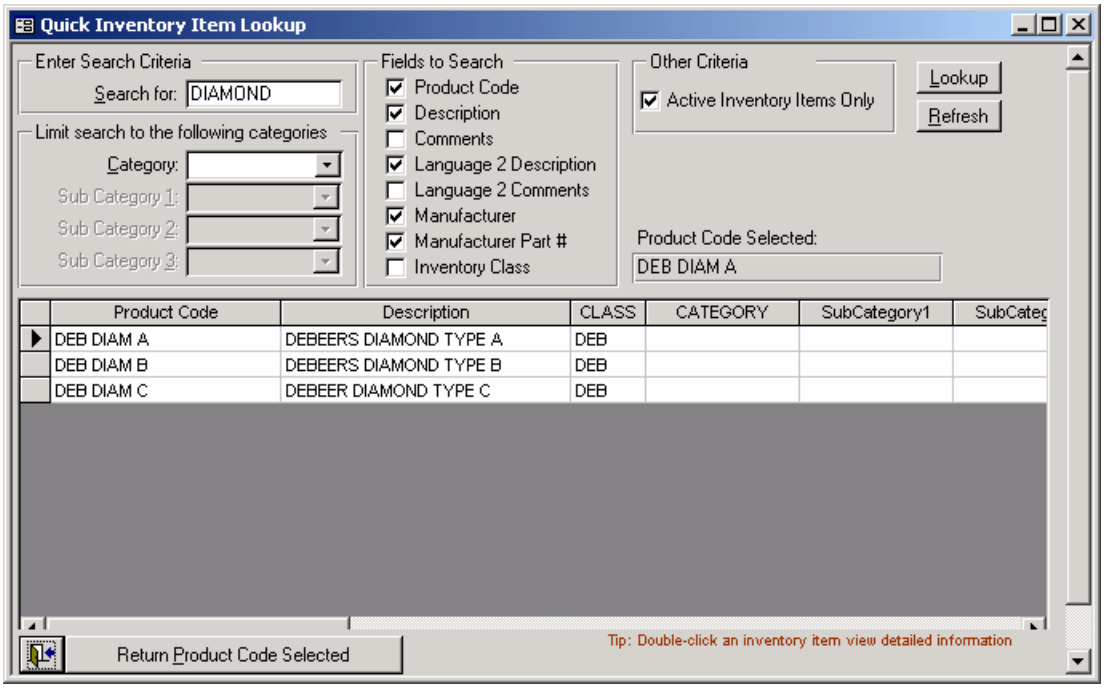
**Can Be Made**
This is the maximum number, which can be sold of the selected kit.

**Limiting Components**
These are the components which prevent more kits or finished goods to be sold.

**Outstanding Purchase Orders**
For the component selected you will see the Purchase Order, the Ship Date, and the Quantity on Order.

## 14.2.11 ITEM LOOKUP BUTTON

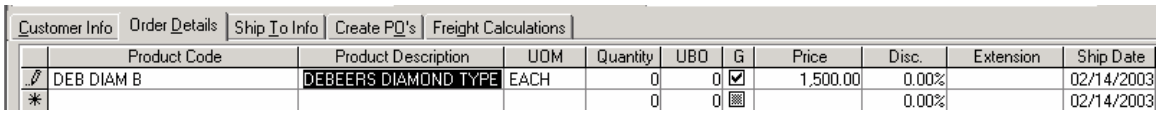
Clicking this button displays a form for searching for inventory part numbers. This button only works when you are in a product-related field.




**Search For**
Enter a word in the Search For field that wish to find. You may broaden or narrow your search by selecting More or Less options on the *Fields to Search* criteria selector.

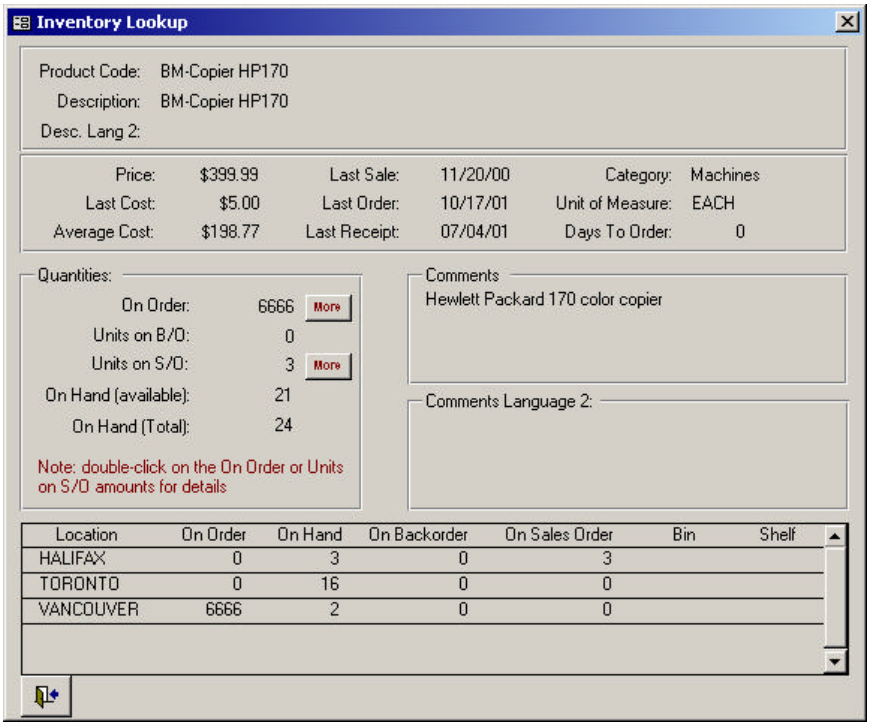
**Lookup**
Once you have entered your criteria, select the Lookup button to process the selection.

**Return Product Code Selected**
Click on the product you want and then select this button. The screen will close and then insert this product into the Order Details section of this sales order.


Customer Info
Order Details
Ship To Info
Create PO's
Freight Calculations
Product Code
Product Description
UOM
Quantity
UBO
G
Price
Disc.
Extension
Ship Date
DEB DIAM B
DEBEERS DIAMOND TYPE
EACH
0
0
1,500.00
0.00%
02/14/2003
0
0
0.00%
02/14/2003

## 14.2.12 MORE ON INVENTORY BUTTON

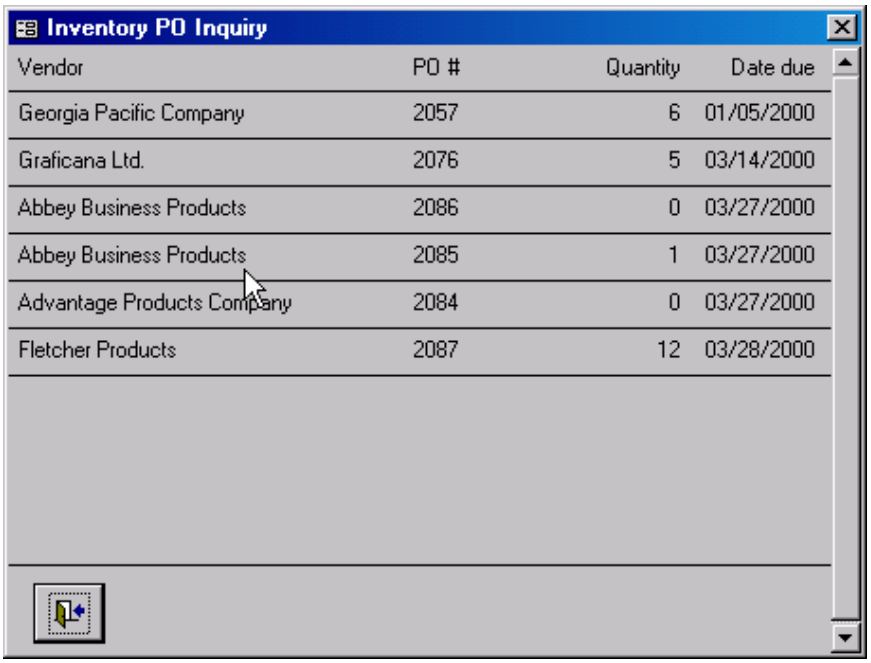
To use this button, start by placing your cursor on the detail line containing the inventory item for which you would like more information. Click this button to display the following screen:




Information displayed includes price, last cost, average cost, the last sale date, the last order date, the last receipt date, the category the product belongs to, the unit of measure and the "days to order".

You are able to view how many units are on order, on backorder, on sales order, available on hand, and on hand total.

If you click on the "More" buttons for On Order or on S/O amounts you will see more detail.

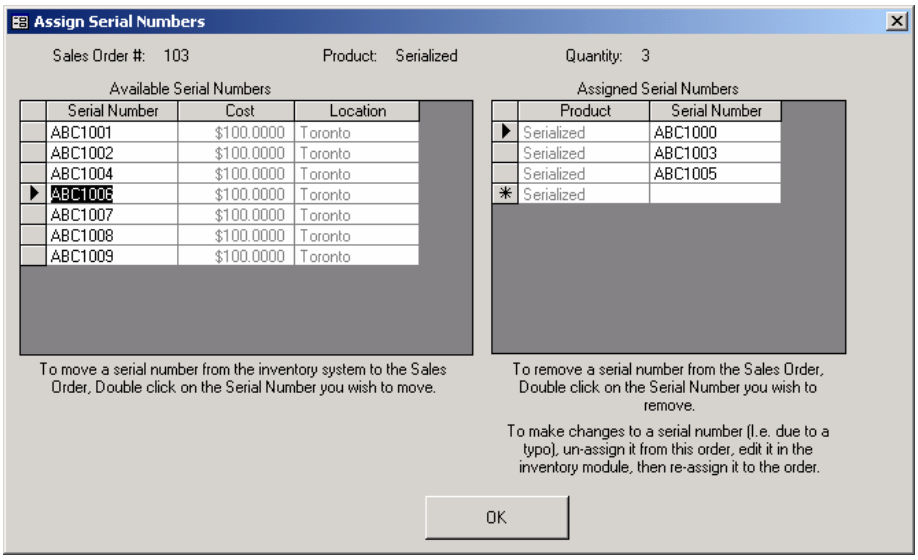



You are also shown location and quantity of the items on hand, on order, on backorder and on sales order per location.

Click the exit door button to exit this screen and return to the previous screen.

## 14.2.13 SERIAL #'S BUTTON

If you are on product code that has been marked in the **Enter/Change Inventory** screen as "serialized", then you can choose from available serial numbers for those products. Click on the **Serial #** button, and the following screen will be displayed:


Assign Serial Numbers
Sales Order #: 103
Product: Serialized
Quantity: 3
Available Serial Numbers
Serial Number
Cost
Location
ABC1001 $100.0000 Toronto
ABC1002 $100.0000 Toronto
ABC1004 $100.0000 Toronto
ABC1006 $100.0000 Toronto
ABC1007 $100.0000 Toronto
ABC1008 $100.0000 Toronto
ABC1009 $100.0000 Toronto
Assigned Serial Numbers
Product
Serial Number
Serialized ABC1000
Serialized ABC1003
Serialized ABC1005
Serialized
To move a serial number from the inventory system to the Sales Order, Double click on the Serial Number you wish to move.
To remove a serial number from the Sales Order, Double click on the Serial Number you wish to remove.
To make changes to a serial number (I.e. due to a typo), un-assign it from this order, edit it in the inventory module, then re-assign it to the order.
OK

**Available Serial Numbers**
The left side of the screen displays the Serial Numbers available in inventory. The cost of the item is also shown.

**Assigned Serial Numbers**
The right side of the screen displays Serial Numbers assigned for the product.

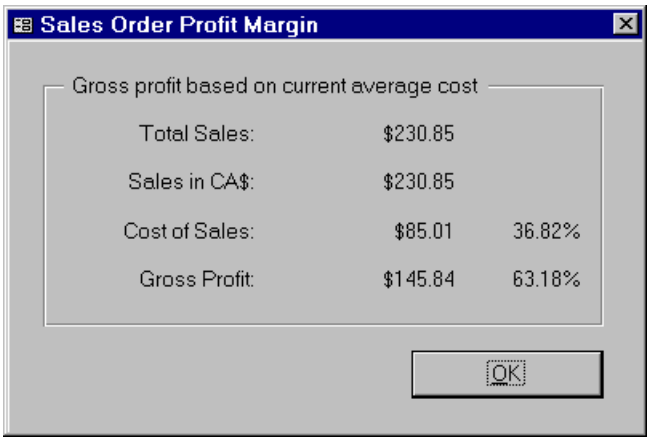
If you wish to assign a serial number from inventory to this Sales Order, double click on the serial number you wish to move. This number then appears next to the next item in the assigned window.

Click the "OK" button to exit the screen and return to the previous screen.

**Removing a Serial # from a Sales Order**
If you wish to remove a serial number from the right hand side of the Sales Order, double click on it.

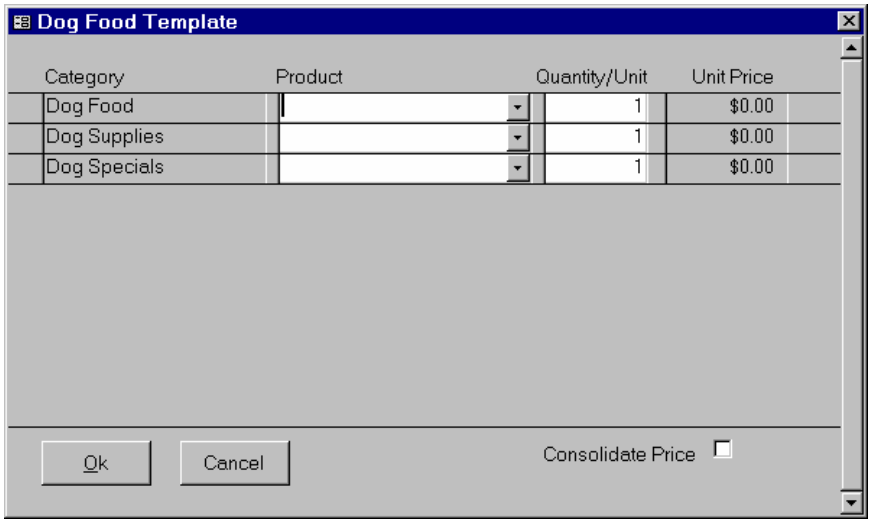
## 14.2.14 PROFIT BUTTON

This screen calculates the profit on this sales order based on the current cost of sales for the items being sold and the current selling price on the order.


Sales Order Profit Margin
Gross profit based on current average cost
Total Sales: $230.85
Sales in CA$: $230.85
Cost of Sales: $85.01 36.82%
Gross Profit: $145.84 63.18%
OK

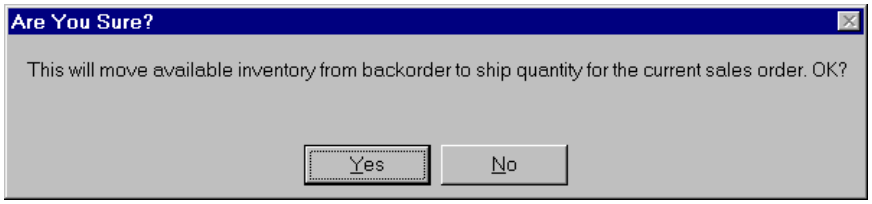
## 14.2.15 CONFIGURATOR BUTTON

This is an Elite feature.




See Chapter 17 - Configurator for details.

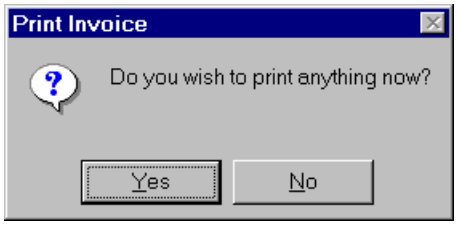
## 14.2.16 FILL BACKORDERS BUTTON



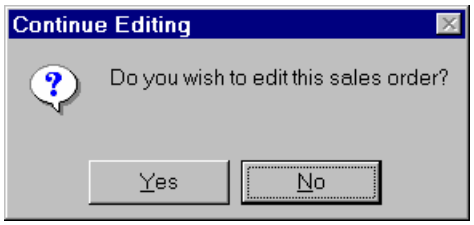

This is an Elite Feature. See 17 – Fill Backorders for details.

## 14.2.17 SAVE/PRINT

Clicking on this button saves the sales order and allows printing of the sales order. The following screen will appear when you press **Save/Print**:

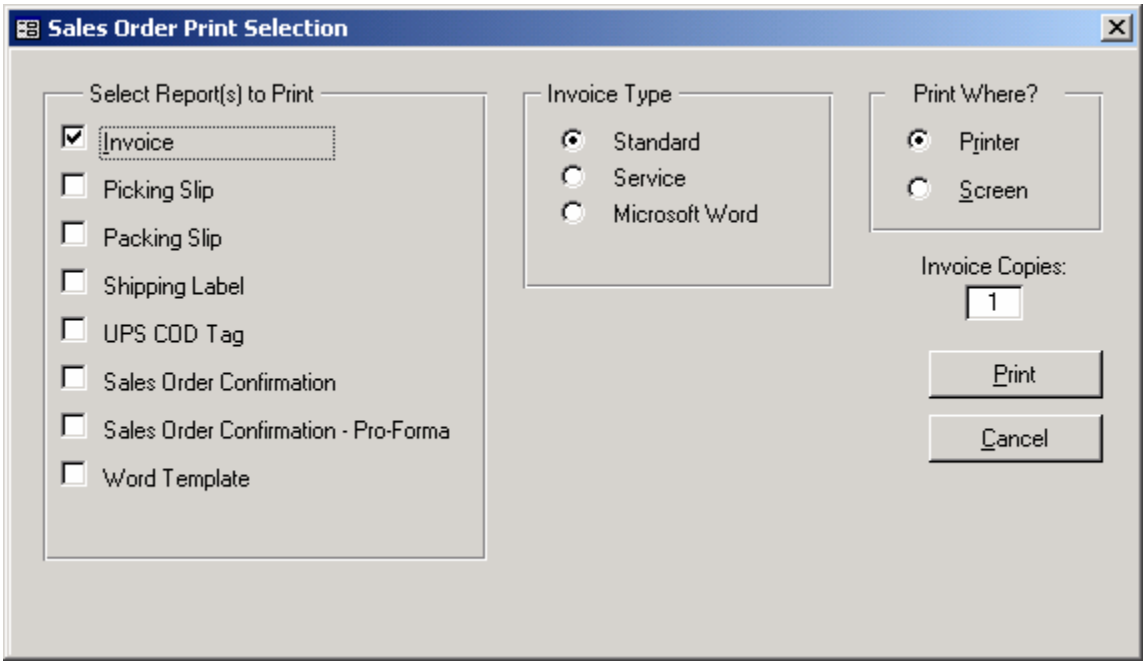



Click Yes to print the Sales Order (see details later in this chapter); click No, and the following screen displays.




Click Yes and you may continue to edit the S/O. Click No, and the Sales Order is saved and the screen is cleared.

## 14.2.18 PRINTING SALES ORDERS




If you answered "Yes" to printing the Sales Order prompt, the following screen is displayed.

**Select Report(s) to Print**
Select the appropriate printed document. You may optionally print multiple documents that will print consecutively.

**Invoice**
If you print the invoice to the screen, the following screen will be displayed, warning you that even if you print to the printer after viewing it on-screen, it will not be marked as printed. You must print to the printer for this to happen.

Preview Invoice
Please note that even if you print the invoice from this preview screen, an invoice number is being assigned and it will NOT be marked as printed and will NOT be posted.
OK

**Invoice Type**
When printing Invoices, you can choose between three types:

Standard - mainly used by a company that resells products

Service - mainly used by a company that sells services

MS Word - used to print the selected sales order to Microsoft Word. See Chapter 6 – System Interface for more details.

If you choose to print to the printer, the invoice will be printed using the Word template specified in System Maintenance | System Interface | Outlook and Word.

If you choose to print to the printer and choose "Mail It" or "Fax", the invoice will be sent through the Internet using Email or will be faxed if the following two criteria are met:

c) you are using Outlook for Email/Faxing
d) The Contact Person specified on the order is already in the Outlook Contact folder with a valid E-mail address/Fax number.

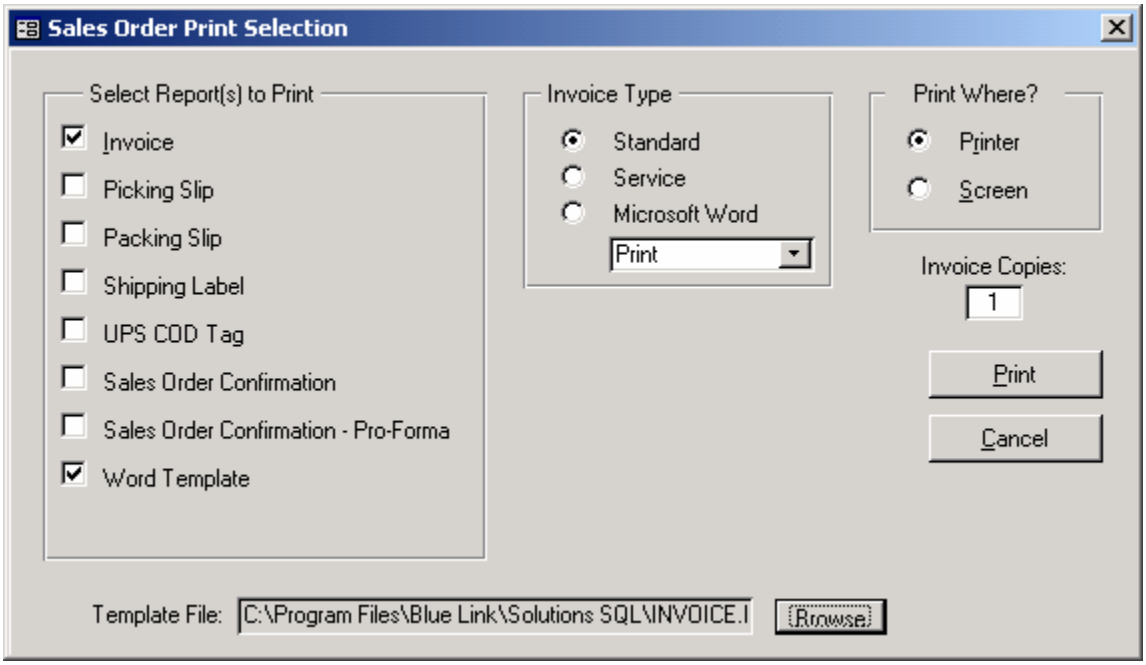
If you choose to print to the screen, Microsoft Word will load and the invoice will be displayed. You can then edit and/or print it from Microsoft Word.

**Invoice Copies**
You are also given an option to print multiple copies of the invoice. This is particularly useful if you use laser printer invoices. The number of copies defaults to 1, and may be changed to any number up to a maximum of 7. The system will then generate the report.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. If you print an Invoice to the screen, the following screen will be displayed, warning you that even if you print to the printer after viewing it on-screen, it will not be marked as printed. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Sales Order Confirmation – Pro-Forma**
This report shows a pro-forma invoice based on the quantity ordered (sum of the QTY + UBO). The regular Sale Order Confirmation distinguishes between units on hand versus units on backorder and will only calculate a total for units on hand.

**Word Template**
The Word Template option is similar to the Microsoft Word Invoice type. Solutions will generate a document from the information on the sales order based on whatever format you specify. You can use this function to generate customized packing slips, picking lists, or shipping documents.

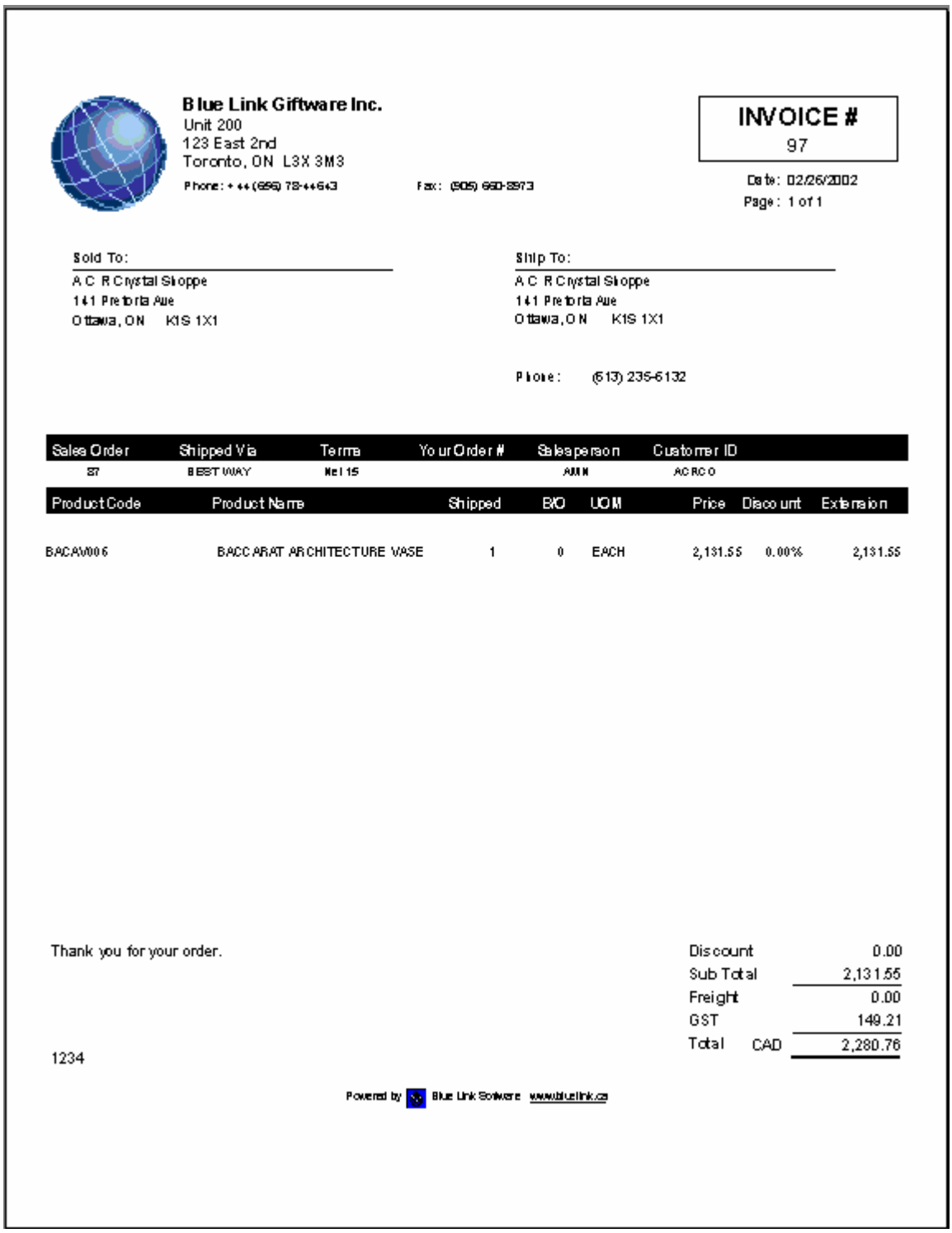



Use the **Browse** button to specify the Word template file that you want to use. When printing to the printer you have the option of directing the document to be faxed, emailed or printed.

To create a new document template, refer to Chapter 6 for details on the merge fields required.

## *Sample Reports*

**Invoice & Sales Order Confirmations (look identical except for the heading)**



**Blue Link Giftware Inc.**
Unit 200
123 East 2nd
Toronto, ON L3X 3M3
Phone: +44 (656) 78-44643 Fax: (505) 660-8573

**INVOICE #**
97

Date: 02/26/2002
Page: 1 of 1

Sold To:
A C R Crystal Shoppe
141 Pretoria Ave
Ottawa, ON K1S 1X1

Ship To:
A C R Crystal Shoppe
141 Pretoria Ave
Ottawa, ON K1S 1X1

Phone: (613) 235-6132

| Sales Order | Shipped Via | Terms | Your Order # | Salesperson | Customer ID |
|---|---|---|---|---|---|
| S7 | BEST WAY | Net 15 | | AMM | ACRCO |

| Product Code | Product Name | Shipped | B/O | UOM | Price | Discount | Extension |
|---|---|---|---|---|---|---|---|
| BACAV006 | BACCARAT ARCHITECTURE VASE | 1 | 0 | EACH | 2,131.55 | 0.00% | 2,131.55 |

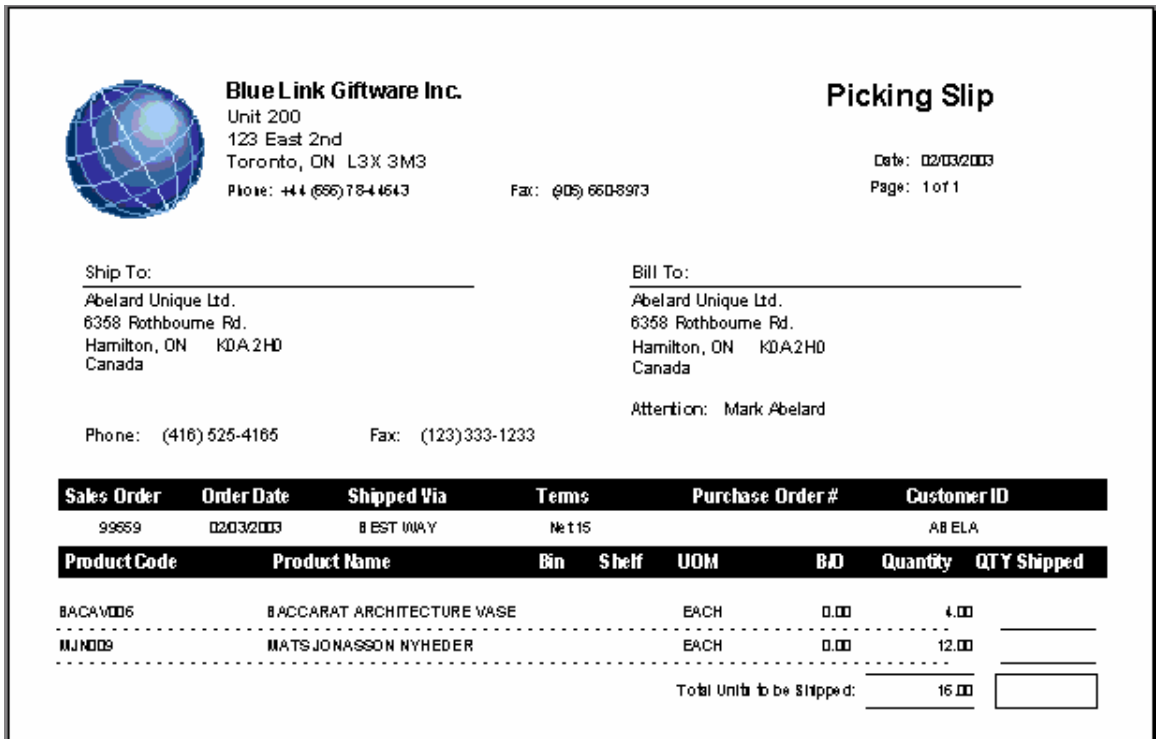
Thank you for your order.

| | | |
|---|---|---|
| Discount | | 0.00 |
| Sub Total | | 2,131.55 |
| Freight | | 0.00 |
| GST | | 149.21 |
| Total | CAD | 2,280.76 |

1234

Powered by Blue Link Software www.bluelink.ca

**Picking Slip**



Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3X 3M3
Phone: +44 (656) 78-44643 Fax: (905) 660-8973

Picking Slip

Date: 02/03/2003
Page: 1 of 1

Ship To:
Abelard Unique Ltd.
6358 Rothbourne Rd.
Hamilton, ON K0A 2H0
Canada

Phone: (416) 525-4165 Fax: (123) 333-1233

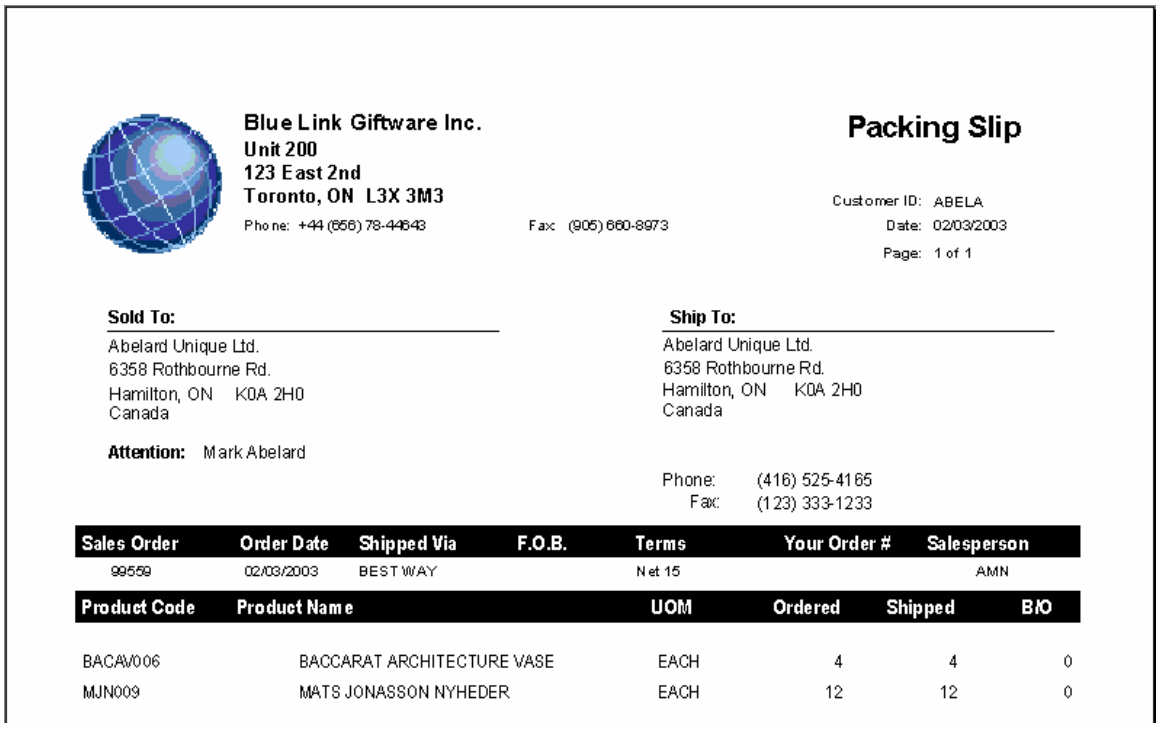
Bill To:
Abelard Unique Ltd.
6358 Rothbourne Rd.
Hamilton, ON K0A 2H0
Canada

Attention: Mark Abelard

| Sales Order | Order Date | Shipped Via | Terms | Purchase Order # | Customer ID |
|---|---|---|---|---|---|
| 99559 | 02/03/2003 | BEST WAY | Net 15 | | ABELA |

| Product Code | Product Name | Bin | Shelf | UOM | B/O | Quantity | QTY Shipped |
|---|---|---|---|---|---|---|---|
| BACAV006 | BACCARAT ARCHITECTURE VASE | | | EACH | 0.00 | 4.00 | |
| MJN009 | MATS JONASSON NYHEDER | | | EACH | 0.00 | 12.00 | |
| | | | | Total Units to be Shipped: | | 16.00 | |

**Packing Slip**



Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3X 3M3
Phone: +44 (656) 78-44643 Fax: (905) 660-8973

Packing Slip

Customer ID: ABELA
Date: 02/03/2003
Page: 1 of 1

**Sold To:**
Abelard Unique Ltd.
6358 Rothbourne Rd.
Hamilton, ON K0A 2H0
Canada

**Attention:** Mark Abelard

**Ship To:**
Abelard Unique Ltd.
6358 Rothbourne Rd.
Hamilton, ON K0A 2H0
Canada

Phone: (416) 525-4165
Fax: (123) 333-1233

| Sales Order | Order Date | Shipped Via | F.O.B. | Terms | Your Order # | Salesperson |
|---|---|---|---|---|---|---|
| 99559 | 02/03/2003 | BEST WAY | | Net 15 | | AMN |

| Product Code | Product Name | UOM | Ordered | Shipped | B/O |
|---|---|---|---|---|---|
| BACAV006 | BACCARAT ARCHITECTURE VASE | EACH | 4 | 4 | 0 |
| MJN009 | MATS JONASSON NYHEDER | EACH | 12 | 12 | 0 |

**UPS COD Tag**

Blue Link Giftware Inc.
Unit 200
123 East 2nd
Toronto, ON L3X3M3 $2,280.76 $2,280.76

87

02/06/2003 02/06/2003

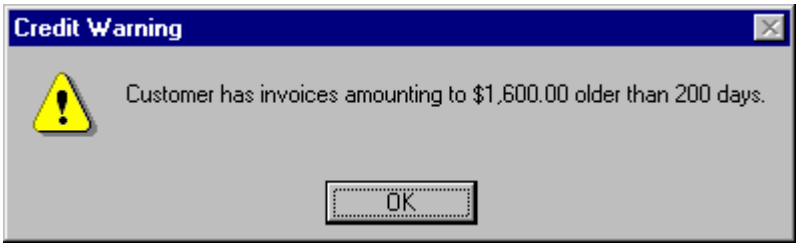
A C R Crystal Shoppe
141 Pretoria Ave

Ottawa, ON K1S 1X1

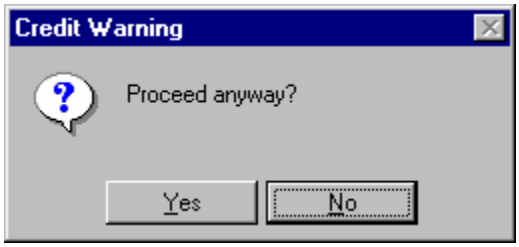
# 14.3 Adding a New Sales Order

1. When the screen is first displayed, the cursor is located in the Bill To field.
2. Select the Customer Code from the drop down list and press <Enter>.

   The customer's credit history will be checked and a warning message will be displayed if the customer is over their credit limit or is overdue on any invoices. This is optional and credit limits must be set up in the customer file. The following Credit Warning screen may be displayed:




3. Click OK and it warns you a second time.




4. Click Yes to proceed with producing the Sales Order; click No to cancel the request.

   The customer information will be displayed. You may change any field associated with this customer for this particular sales order; however, the new information will **not** be saved in the customer record. If you want to change information in the customer file, use **Enter/Change Customer Information**.
5. You can enter the customer shipping information. If you need to change the shipping address information for this sales order, change the information in the appropriate **Ship To** fields.

   You can also enter or change the **Attn** name. This will appear on the sales order confirmation and any invoices.
6. Press <Enter> when you are in the **Sales Order #** field to accept the program assigned sales order number.

   The **Ship Via** information offers a default entry from **System Interface**.

   The **Terms** field offers the default set in the customer record, but may be changed using the F4 list display option.

7. Click on the **Order Details** tab and enter items from the inventory file by typing in a selecting the product code from the drop list or using the F4 list display option to select an item.

   With this option, you will see the number of units available for sale and the price. The program will place a product code in the appropriate field. To display the rest of the information for that item, press <Enter>. The description from the inventory file will appear along with the price as listed in the product record. You must enter a quantity other than zero.

   Both regular (physical) and non-inventory type items can be entered on the same sales order. You can use the ready-to-ship status for non-inventory line items as well as regular inventory, but backorder or units on hand features do not apply.

8. If you create a sales order and invoice for a regular inventory item, the quantity entered will be counted against units on hand (at the location specified) until out of stock. Any remaining units on order will be placed on backorder, with the backorder quantity displayed in the **UBO** field until this item is filled.

9. After you enter the quantity, the price is filled in automatically from the inventory file. Any price matrix information associated with the price level for that customer is already calculated in the price displayed here.

10. If you entered a tax authority in the first **Tax** field, you are allowed to set the tax status for each line item. You are offered a default from the **Normally Taxable** fields in the inventory record.

11. Enter the estimated shipping date, if known. The default date in this field is the current date. The ship date is the basis for sorting or limiting reports within the Sales Order module of Blue Link Solutions.

12. Enter any additional notes you wish in the extended notes field. To enter a long description, press <**Shift+F2**> and use the zoom window.

The program then returns you to the **Product Code** field, and you may enter the next line item.

### *Editing the Sales Order*

You are free to edit the items on a sales order as often as you wish before you finally post the invoice. However you will receive the following message if you have already printed a packing slip and now come back and want to change n inventory item. This is to warn the user that a packing slip may have already been shipped with the product and thus changing the sales order would necessitate a new packing slip.

Edit Order
Warning: A packing slip has been printed for this order.Are you sure you want to add new items to this order?
OK
Cancel

## 14.3.1 CHANGING A S/O LINE ITEM

1. Click on the **Order Details** tab and then click on a line item. The entry procedure is the same as for a new line item. You may change any or all of the field values, and the sales order totals will be updated.

2. To enter a new item on an existing order, press the down arrow key to scroll to the last existing line item in the display window. Then place the cursor in the **Product Code** field and begin entering a new line item.

### 14.3.2 DELETING A S/O LINE ITEM

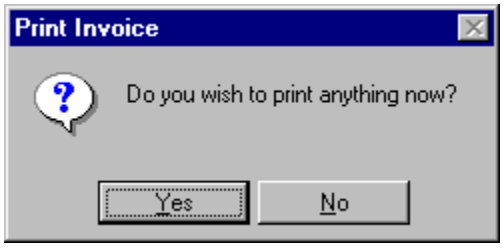
1. Click on the **Order Details** tab and then click on a line item.
2. Click the arrow button to the right of the item you wish to delete and press the <**Delete**> key [on the keyboard]. The following screen will be displayed:

Delete Order Item
Warning: A packing slip has been printed for this order. Are you sure you want to delete BACCARAT LABRADOR DOG from this order?
Are you sure you want to delete BACCARAT LABRADOR DOG from this order?
OK
Cancel

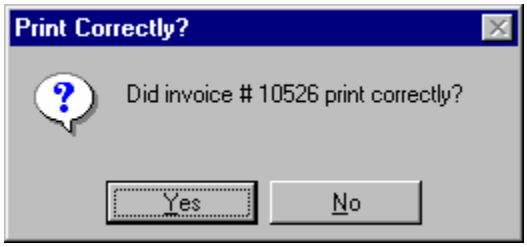
3. Click OK to delete the line item from the invoice; click Cancel to cancel the request and leave the line item on the invoice.

### 14.3.3 SAVING THE SALES ORDER

1. After you have entered all the line items for that sales order, click into the **Freight** field at the bottom of the display and type in the freight amount.
2. If any money has been paid on this invoice, or if it has been fully paid, click into the **Paid** field and type the amount paid.
3. Click the **Save/Print** button. The following screen will be displayed:




4. Click Yes to display the Print Sales Order dialog box to proceed with printing; click No to print later. Once printed, you may then post the one invoice.
5. Select the report to print, the number of copies, and any other options required. Click the Print button and the following screen will be displayed:




Click Yes if the invoice printed correctly; click No to if it did not.

6. Once an invoice has printed, it will automatically be posted.

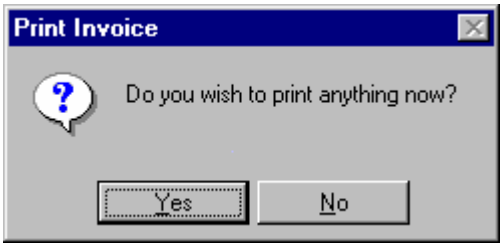
7. Posting and saving a sales order updates the units on hand, units on Sales Orders, and units on backorder in the inventory record and the inventory location fields, and increments the **Next Sales Order Number** in **System Interface**.

# 14.4Changing an Existing Sales Order

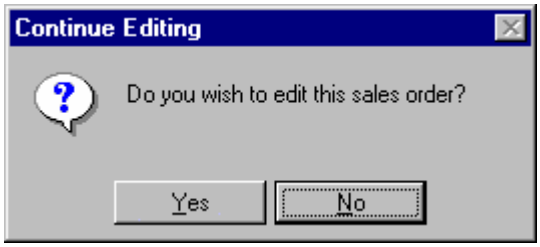
A previously entered sales order may be changed any number of times as long as there are **unposted** invoice items remaining on the sales order. Once the shipment of goods on a sales order has been invoiced and the invoice posted, however, the line items included on that invoice cannot be changed or deleted and no new line items can be added. To make any modification after posting, you must enter a reversing sales order (see **Reversing a Sales Order**).

Click the "New" button.

1. In the **Lookup Existing** section, select the Order number to be changed from the drop down list.
2. The line item information can now be changed by moving the cursor to the appropriate fields and typing in the new information. You can delete a line item by moving that line into view, clicking the button to the right of the item you wish to delete and pressing the Delete key [on the keyboard]. The sales order number itself cannot be changed without deleting and re-entering the sales order.
3. Click the "**Save/Print**" button; the following screen will be displayed:




4. Click Yes to proceed with printing options; click No to just continue saving the Sales Order. If you click No the following screen appears:




5. If you click Yes, you will be returned to the Sales Order screen to continue editing this order; if you click No, it clears that Sales Order from the screen and displays a new blank one to work on.

# 14.5 Reversing a Sales Order

If you need to reverse the effect of a posted invoice, (for example in the case of a customer return), do the following:

1. Click the “New” button to enter a new sales order with line items identical to those on the invoice, except that you must enter negative **Quantity** amounts.
2. When the invoice is posted, the second sales order adds offsetting detail line items to the General Ledger inventory record, and customer record, balancing and reversing the first invoice.

This is sometimes known as a “Credit Sales Order”.

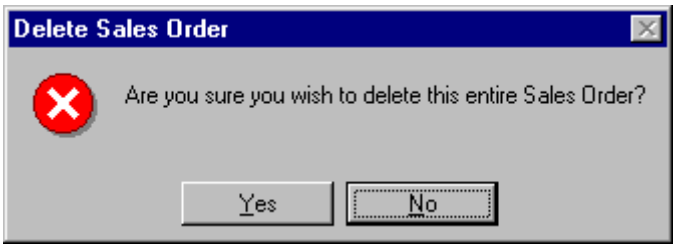
See also **Reverse Posted Invoice** section below.

# 14.6 Deleting an Existing Sales Order

**Once it is deleted, the record cannot be recovered**. You will have to re-enter the customer if it is deleted in error.

To delete an existing record:

1. Display the Sales Order by clicking the “New” button
2. Selecting the Sales Order from the **Lookup Existing** drop list.
3. Click the “Delete” button.
4. The following screen will be displayed if the customer can be deleted:




5. Click Yes to delete the Sales Order; click No to cancel the request.

The sales order will now be deleted from the file, and any unposted invoices are also deleted. Deleting a sales order reverses the operations described above for saving a sales order.

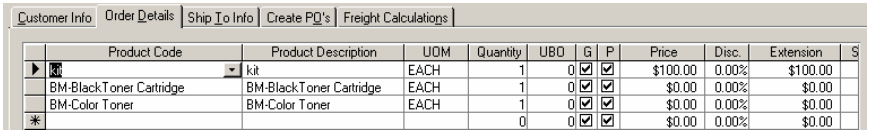
# 14.7 Using Kit Explosion

A “Kit” type inventory item is similar to a Bill of Material, in that it is made up of a series of different items.

What makes a kit unique is that the individual parts of the kit become part of the sales order.

By using the kit feature, you can set up an item and change the components on an order by order basis. In addition, kits don’t display the retail price on the individual components.

When you enter a kit type item (type “K” in inventory), the system will explode the kit after you leave the product line.




In the above example, product code “Kit” is the Kit type inventory item and it sells for $34.99. The two lines below it are the inventory items that make the up the kit. They are displayed with the quantities and backorders (if applicable), but no retail prices.

The items are removed from inventory when the Sales Order is processed.

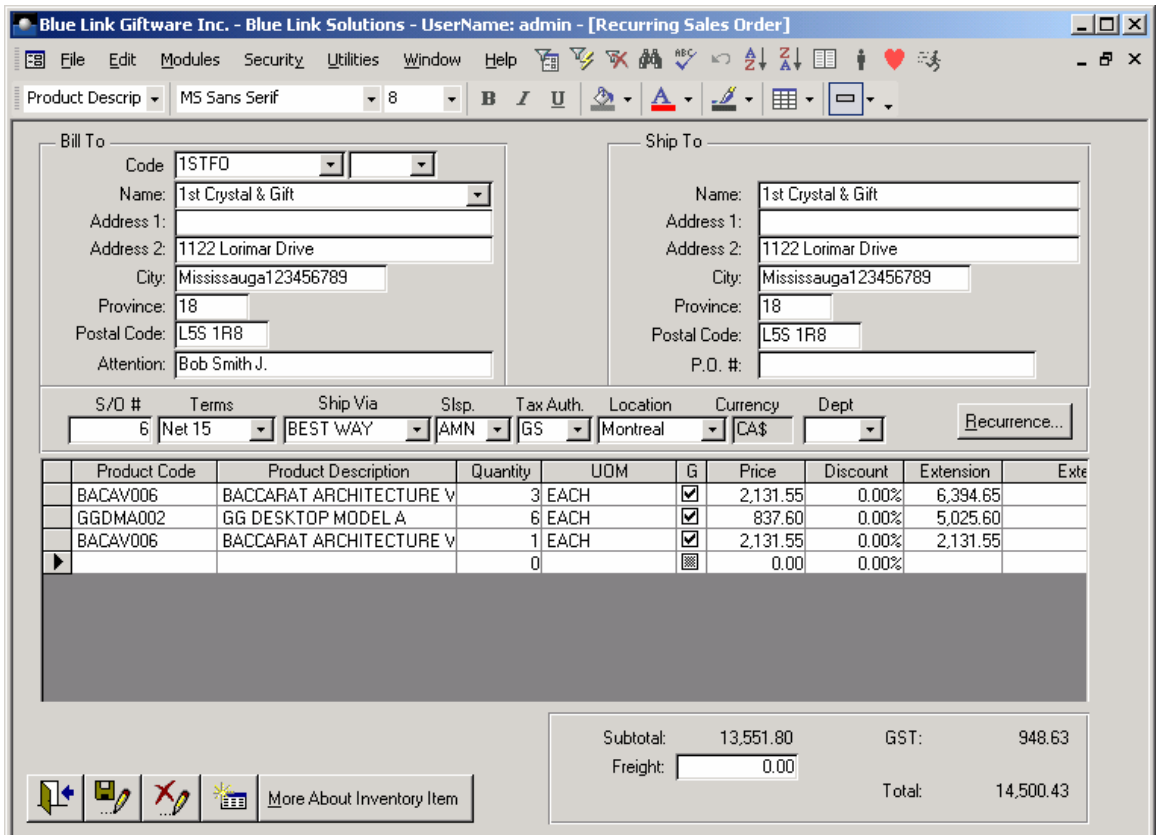
| | |
|---|---|
| Note: | When a user deletes a kit item from a sales order, one of two things can happen: a) the line item is removed, b) the entire kit is removed. This behaviour is configured on the Report Options & Other Defaults tab of the system interface. See 6.2.4 - Report Options for more information. |

# 14.8 Enter Recurring Sales Orders

This screen provides you with a convenient way to post a periodic transaction without reentering the transaction every time. Use this program when you have a periodic customer transaction such as a monthly service call, or a rental or lease to a customer.

Once the transaction is entered through this program, the posting program **Generate Recurring Sales Orders** allows you to call up the original entry as a template that the posting program fills in automatically.

The current date is posted as the transaction date. The following screen is used to create a recurring invoice template.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Recurring Sales Order]
File Edit Modules Security Utilities Window Help
Product Descrip
MS Sans Serif
8
Bill To
Code 1STFO
Name: 1st Crystal & Gift
Address 1:
Address 2: 1122 Lorimar Drive
City: Mississauga123456789
Province: 18
Postal Code: L5S 1R8
Attention: Bob Smith J.
Ship To
Name: 1st Crystal & Gift
Address 1:
Address 2: 1122 Lorimar Drive
City: Mississauga123456789
Province: 18
Postal Code: L5S 1R8
P.O. #:
S/O # Terms Ship Via Slsp. Tax Auth. Location Currency Dept
6 Net 15 BEST WAY AMN GS Montreal CA$
Recurrence...
Product Code Product Description Quantity UOM G Price Discount Extension Exte
BACAV006 BACCARAT ARCHITECTURE V 3 EACH 2,131.55 0.00% 6,394.65
GGDMA002 GG DESKTOP MODEL A 6 EACH 837.60 0.00% 5,025.60
BACAV006 BACCARAT ARCHITECTURE V 1 EACH 2,131.55 0.00% 2,131.55
0 0.00 0.00%
More About Inventory Item
Subtotal: 13,551.80
Freight: 0.00
GST: 948.63
Total: 14,500.43

Many of the fields on this screen are the same as those displayed in **Enter/Change Sales Order**.

**Bill To/Ship To**
Select the customer to Bill To from the drop down list. The Ship To address also appears. You can change it if required.

**Sales Order #**
When you create a recurring invoice, the number it is assigned is the Next Recurring Invoice Number set in **System Interface**. When posted as an invoice the number it is assigned is the next Accounts Receivable Invoice set in **System Interface**.

**Terms**
Select the terms for the sales order from the drop down list. It will default to the settings in the customer file.

**Ship Via**
Select the method of shipment from the drop down list. It will default to the settings up in the customer file.

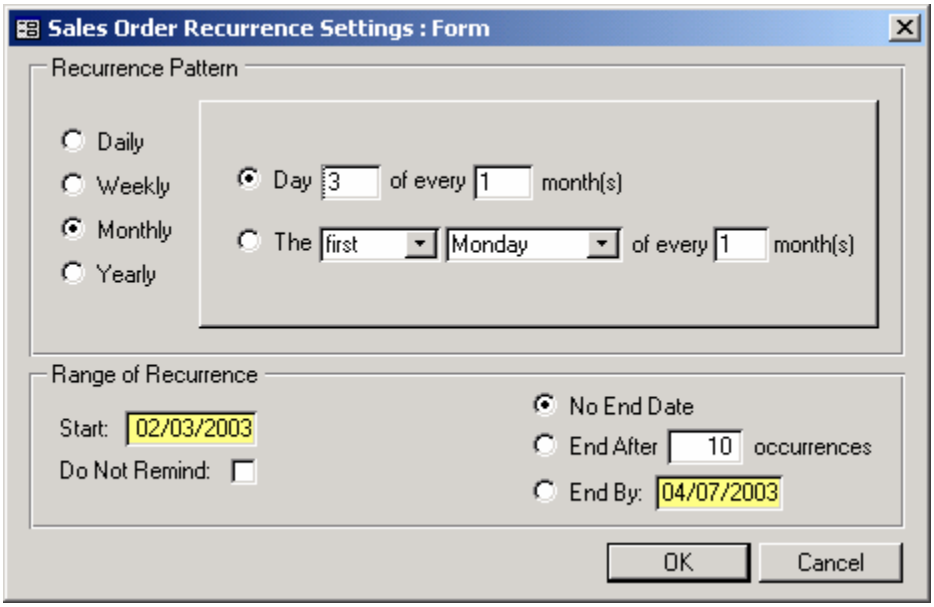
**Salesperson**
Select the salesperson from the drop down list.

**Tax Auth**
Select the tax authority code from the drop down list. It will default to the settings in the customer file.

**Currency**
This defaults to the setting in the customer file and it cannot be changed.

**Dept**
You can type in a Department Code.

**Recurrence Button**
Click the recurrence button to display the recurrence frequency options:




**Recurrence Pattern**
Complete this information to select the pattern of recurrence you prefer. Choose from Daily, Weekly, Monthly, Yearly, etc.

**Start**
Enter the first date the pattern should go into effect.

**Do Not Remind**
Check this box if you don't want to be reminded when this recurring item is due.

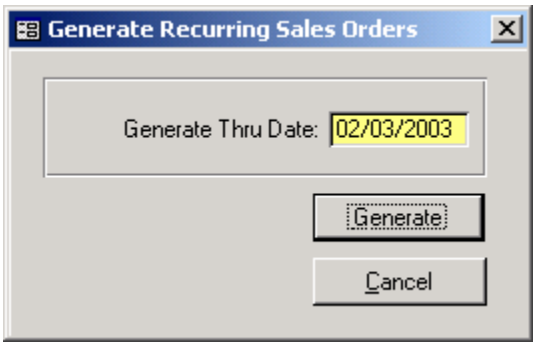
**End Method**
Specify when the recurrence should end:

- no end date
- after x number of occurrences
- on a specific date

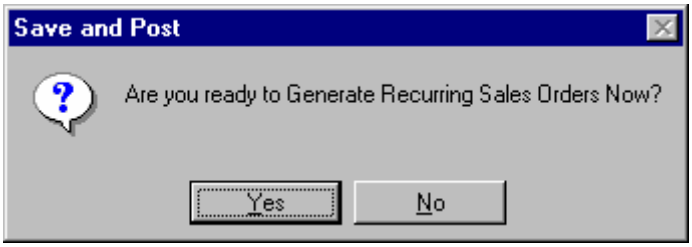
See **Enter/Change Sales Order** for an explanation of how to fill in the invoice fields. The fields described above are required fields.

# 14.9 Generate Recurring Sales Orders

**Use this program on a regular basis to post the recurring items entered in Recurring Order Entry. You can limit the posting based on the Next Invoice date associated with the specific recurring invoice template. The date defaulted is the Generate Thru Date**
Enter the date through which you want the sales order posted. Then click on the **Generate** button to post the recurring invoice to Accounts Receivable.



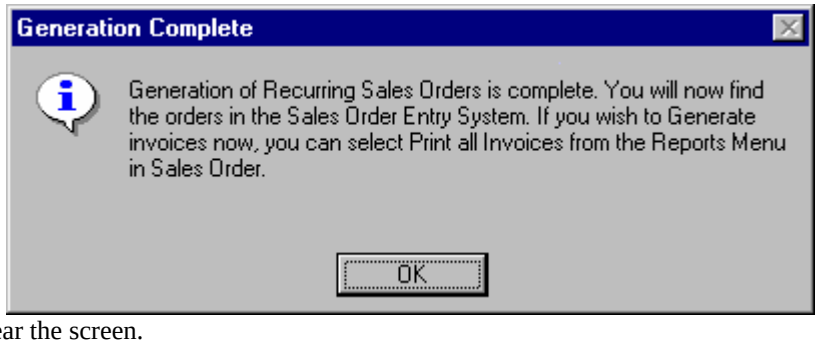

Note: Limit the posting to the desired range of transactions by using the Next Invoice Date field.




Click Yes to generate the recurring sales orders; click No to cancel the request.

When the process is complete, the following screen will be displayed advising you that you will now find the orders in the **Enter/Change Sales Orders** function.

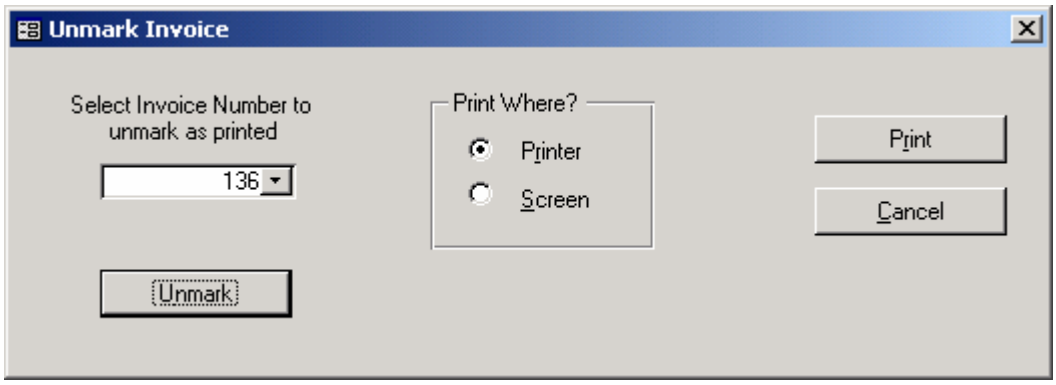
If you wish to print all invoices now without previewing them, select "Print All Invoices" from the Report Menu in Sales Orders.


Generation Complete
Generation of Recurring Sales Orders is complete. You will now find the orders in the Sales Order Entry System. If you wish to Generate invoices now, you can select Print all Invoices from the Reports Menu in Sales Order.
OK

Click OK to clear the screen.

# 14.10 Unmark an Invoice as Printed

The following screen will be displayed when you click on this option:

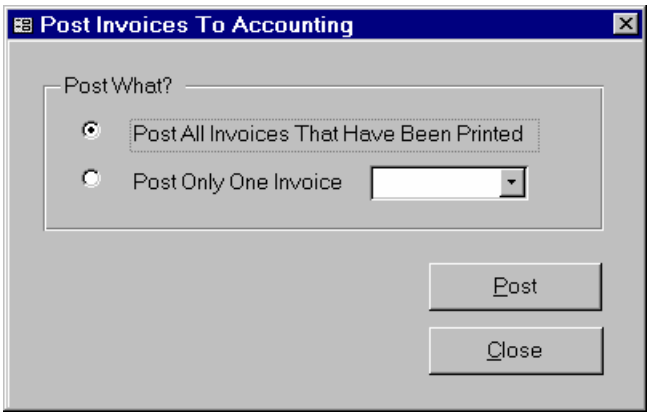



You will be able to select invoices that have been printed, but not posted. Once you have selected the correct invoice #, you then click on the 'Unmark' button.

You will be able to process either a Screen Print or a hard copy of the invoice, if a Customer has requested a copy.

# 14.11 Post Invoices

If you have printed your invoices but did not post them at the same time, you can post them using this program.




**Post What?**
When you run this program, you can select from one of two options.

**Post All Invoices That Have Been Printed -** then the other fields are bypassed and all printed invoices are posted.

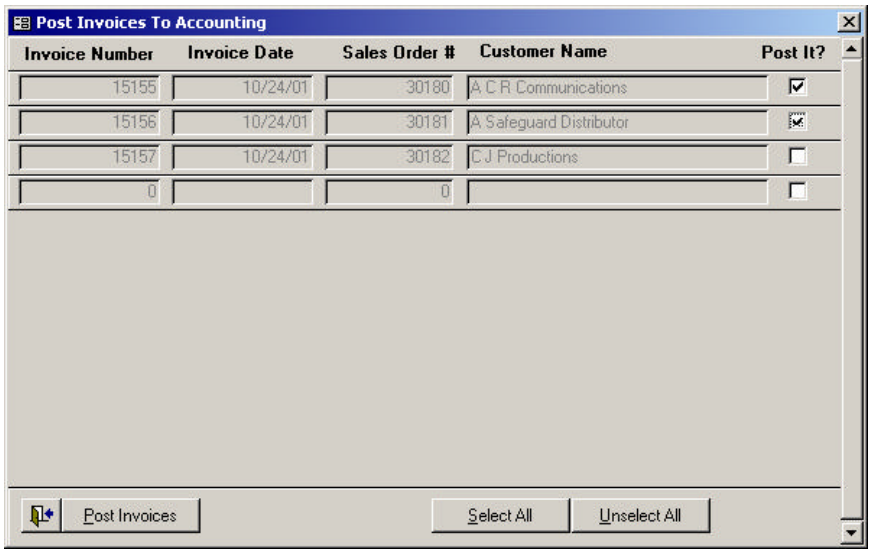
**Post Only One Invoice -** you will be allowed to specify a sales order number to limit the posting. Click on the drop down list or press F4 to specify the sales order number you want to post.

**Post Button**
Click on the **Post** button when you are finished making your selections. The invoice(s) will be posted to Accounts Receivable.

Posting an invoice has the same results in this program as the posting process explained in **Print Invoices**.

**CAUTION:** There is no confirmation screen from which to cancel to procedure once you have clicked the Post button.

# 14.12 Post Multiple Invoices

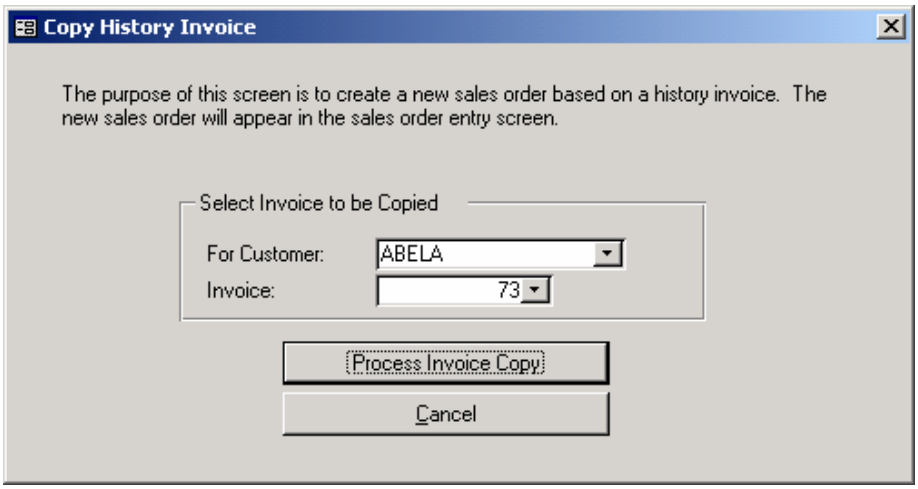



This feature allows you to post a range of invoices at one time. This is opposed to the Post Invoices module where you can select one invoice or all invoices that have been printed, to post. This module is ideal if you want to selectively choose which invoices you want to post.

You may select all or unselect all items instead of checking all of the items.

# 14.13 Copy History Invoice

This option allows you to select an order that has already been invoiced and to create a new sales order for that customer with the same products that were on the original order. This works in a situation where your customer calls and orders the same order that they purchase once before.

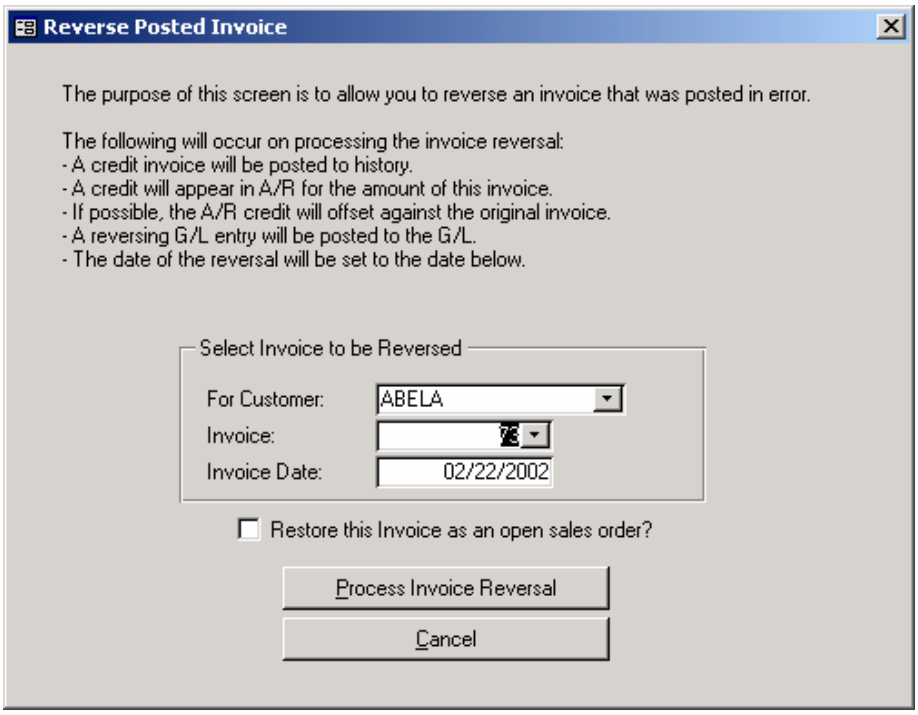

Copy History Invoice
The purpose of this screen is to create a new sales order based on a history invoice. The new sales order will appear in the sales order entry screen.
Select Invoice to be Copied
For Customer:
ABELA
Invoice:
73
Process Invoice Copy
Cancel

# 14.14 Reverse Posted Invoice

The purpose of this screen is to allow you to reverse an invoice that was posted in error with the option of creating a new sales order based on the products that were originally invoiced.

What will occur:

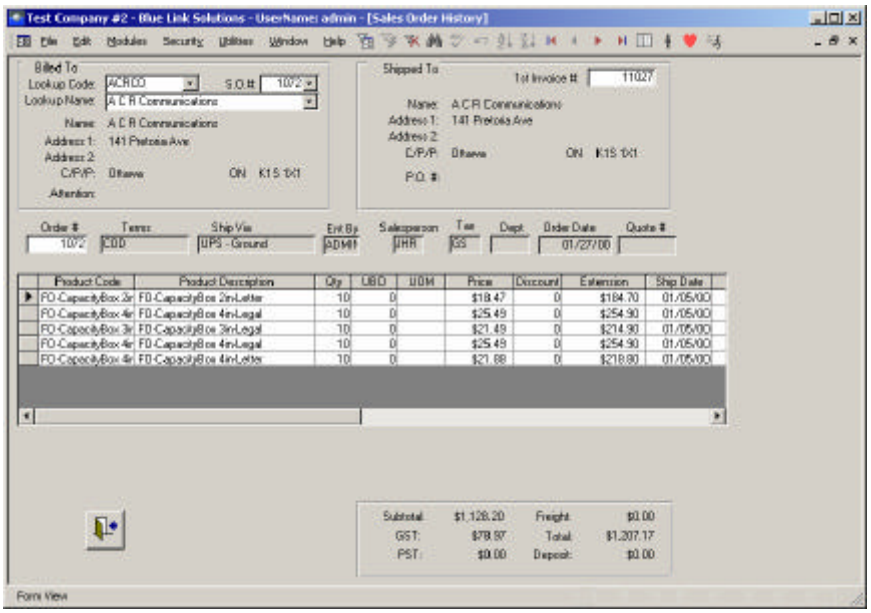
- ? A credit invoice will be posted to history – if you need to print this then go to Enter/ Change Customer and on the Drill Down button, double click on this invoice number.
- ? A credit will appear in AR which will offset the original amount of the invoice
- ? A reversing G/L entry will be made based on the invoice date that is selected. The invoice date will default to the date the original invoice was made, but if you have already closed off that period then you may want to override the date to a more current date.


Reverse Posted Invoice
The purpose of this screen is to allow you to reverse an invoice that was posted in error.
The following will occur on processing the invoice reversal:
- A credit invoice will be posted to history.
- A credit will appear in A/R for the amount of this invoice.
- If possible, the A/R credit will offset against the original invoice.
- A reversing G/L entry will be posted to the G/L.
- The date of the reversal will be set to the date below.
Select Invoice to be Reversed
For Customer:
ABELA
Invoice:
Invoice Date:
02/22/2002
Restore this Invoice as an open sales order?
Process Invoice Reversal
Cancel

**Restore as an open sales order?**
By selecting this option, you will reverse the invoice as noted, and then create an open sales order based on the original order.

# 14.15 Review Sales Order History

You can use this program to view and print your **posted invoices** one at a time.


Test Company #2 - Blue Link Solutions - UserName: admin - [Sales Order History]
File Edit Modules Security Utilities Window Help
Billed To
Lookup Code: ACROD
S.O.#: 1072
Lookup Name: A.C.R Communications
Name: A.C.R Communications
Address 1: 141 Pretoria Ave
Address 2:
C/P/P: Ottawa ON K1S 1X1
Attention:
Shipped To
1st Invoice #: 11027
Name: A.C.R Communications
Address 1: 141 Pretoria Ave
Address 2:
C/P/P: Ottawa ON K1S 1X1
P.O. #:
Order #: 1072
Terms: COD
Ship Via: UPS - Ground
Ent By: ADMIN
Salesperson: JHR
Tax: GS
Dept:
Order Date: 01/27/00
Quote #:
Product Code | Product Description | Qty | UBO | UOM | Price | Discount | Extension | Ship Date
FO-CapacityBox 2r | FO-CapacityBox 2rvLetter | 10 | 0 | | $18.47 | 0 | $184.70 | 01/05/00
FO-CapacityBox 4r | FO-CapacityBox 4rvLegal | 10 | 0 | | $25.49 | 0 | $254.90 | 01/05/00
FO-CapacityBox 3r | FO-CapacityBox 3rvLegal | 10 | 0 | | $21.49 | 0 | $214.90 | 01/05/00
FO-CapacityBox 4r | FO-CapacityBox 4rvLegal | 10 | 0 | | $25.49 | 0 | $254.90 | 01/05/00
FO-CapacityBox 4r | FO-CapacityBox 4rvLetter | 10 | 0 | | $21.88 | 0 | $218.80 | 01/05/00
Subtotal: $1,126.20
Freight: $0.00
GST: $78.97
Total: $1,207.17
PST: $0.00
Deposit: $0.00
Form View

The fields that are unique to this screen are explained below.

**Billed To**
In the **Billed To** side of the screen are two lookup fields.

The left most field drop down list displays a list of posted invoices, **sorted by customer name**, code, name, sales order #, and date. When the selection is made, the customer code displays in this field.

The right most field drop down list displays a list of posted invoices, **sorted by sales order number**, and customer name. Once selected, the sales order # displays in this field.

You may select using either one of these two fields.

**1st Invoice #**
If more than one invoice is attached to the sales order, the first invoice # is displayed here.

**Quote #**
If the Sales Order was created from a Contact Manager Quote, the quote number will be displayed in this field.

**Deposit**
The amount of the deposit paid by the customer.

When you run this program, you may enter a sales order number, select one from the drop down list or press F4 to choose from a list of posted invoices. The invoices you choose are displayed on the screen.

**You may not change any of the fields.**

If more than one invoice is attached to the sales order, then all the invoice information for that sales order is displayed.

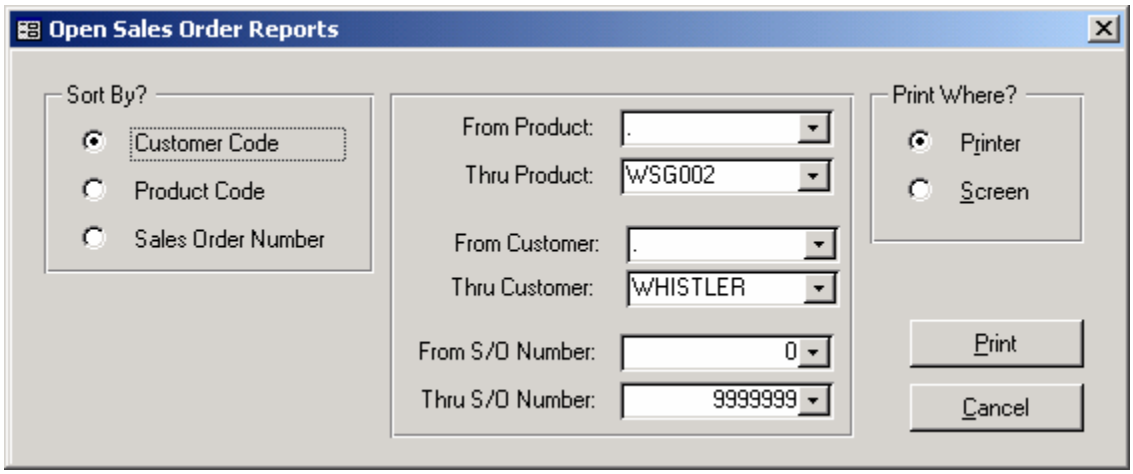
For information on the other fields on this screen, see **Section 14.2 above -** Enter/Change Sales Order.

# 14.16 Print Open Order Reports

Use this program to print a listing of invoices that have not yet been posted. This report contains the following information, divided and sorted by Customer Code, Product Code or Sales Order Number:

- Customer name, code and currency
- Sales order number, description, quantity, UBO, Price, Disc %, Ship Total and B/O Total
- Product code and description
- Total amount ready to ship
- Total amount backordered
- Total sales orders (including backorder amount)
- Projected ship dates

You can have the report sorted by Customer Code, Product Code, or by Sales Order number. In addition, you can specify ranges to limit the report. This report may be printed to the printer or previewed on screen.




**Sort By?**
You can choose to sort the report by Customer Code, Product Code or Sales Order Number.

**From/Thru Product**
Select the products you wish to limit the report to or leave the defaults for all products.

**From/Thru Customer**
Select the customer you wish to limit the report to or leave the defaults for all vendors.

**From/Thru S/O Number**
Select the Sales Order Numbers you wish to limit the report to or leave the defaults for all Sales Orders.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

### *Sample Open Order Reports*

Sales Order Report by Customer Code

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Blue Link Giftware Inc.

**Sales Order Report by Customer**

Products . thru WSG002; Customers . thru WHISTLER; S/O# 0 thru 9999999

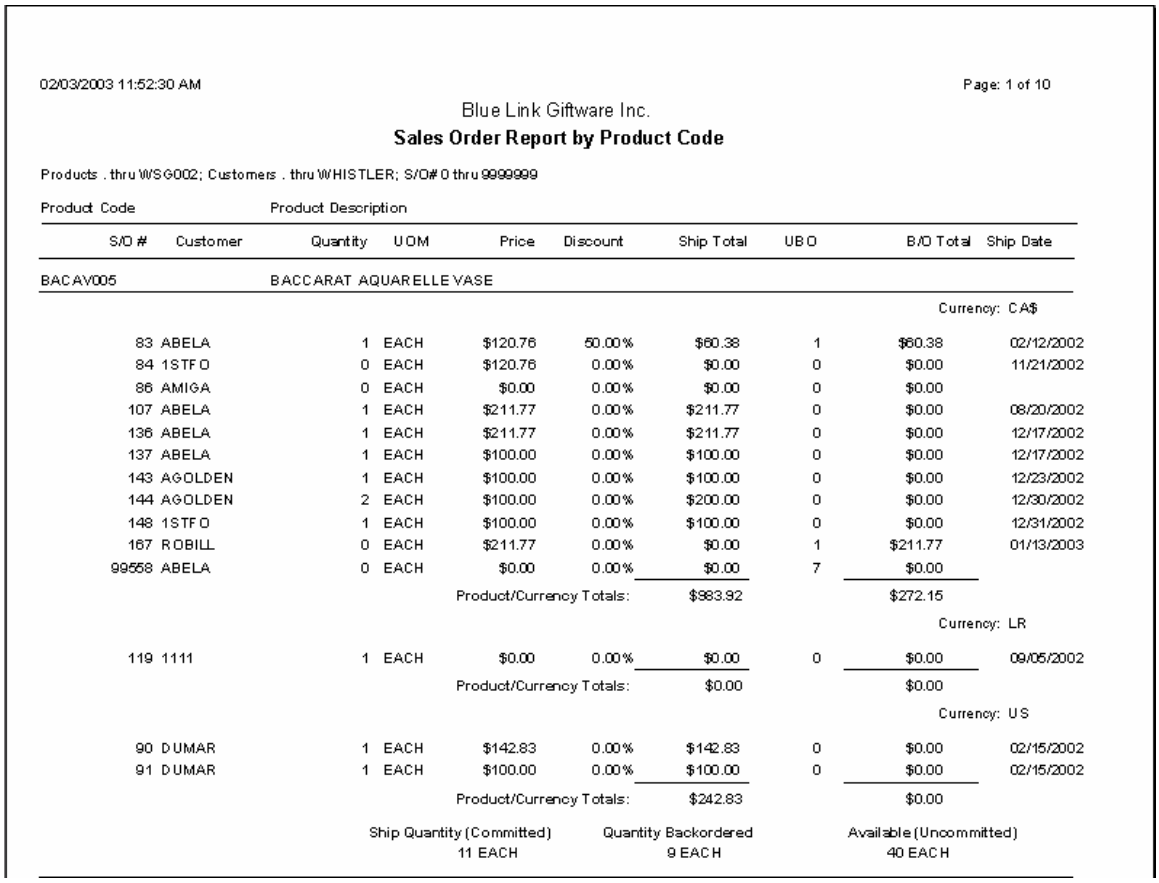
**Customer** **Name**

| Product Code | Product Description | S/O Number | QTY | UBO | UOM | Price | Disc% | Ship Total | B/O Total | Ship Date | Ready |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BACAV005 | BACCARAT AQUARELLE VASE | 90 | 1 | 0 | EACH | $142.83 | 0.00% | $142.83 | $0.00 | 02/15/2002 | Yes |
| BACCN016 | BACCARAT CASIDEA NOGENT | 88 | 0 | 1 | EACH | $218.79 | 0.00% | $0.00 | $218.79 | 02/15/2002 | Yes |
| | | | | | **Customer Total:** | | | **$242.83** | **$218.79** | | |

**Total Amount Ready to Ship:** $242.83 **Not Ready to Ship:** $0.00 **Total Amount Backordered:** $218.79

**Total US Sales Orders:** $461.62

Sales Order Report by Product Code



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Blue Link Giftware Inc.

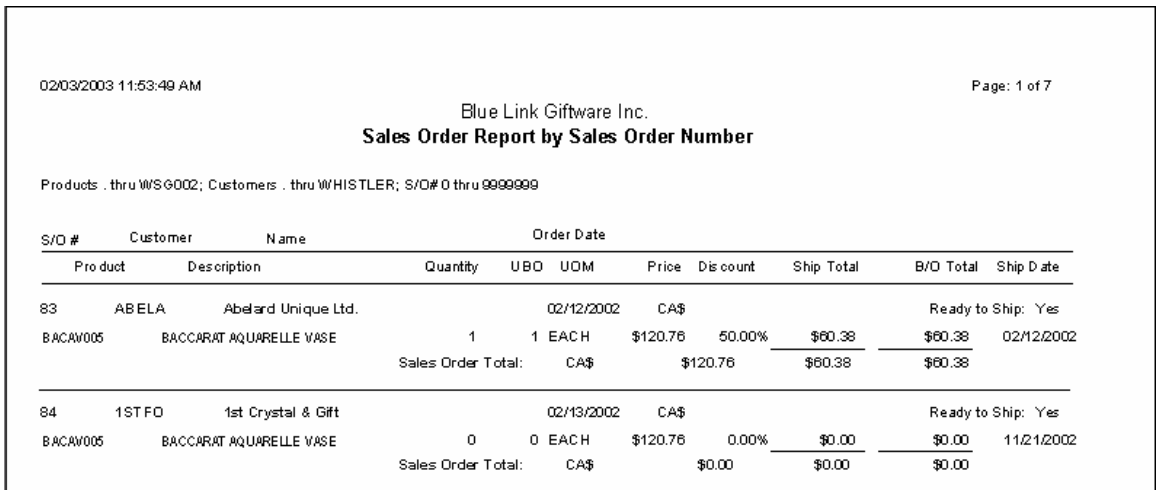
**Sales Order Report by Product Code**

Products . thru WSG002; Customers . thru WHISTLER; S/O# 0 thru 9999999

| Product Code | Product Description | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| S/O # | Customer | Quantity | UOM | Price | Discount | Ship Total | UBO | B/O Total | Ship Date |
| BACAV005 | | BACCARAT AQUARELLE VASE | | | | | | | |
| | | | | | | | | Currency: | CA$ |
| 83 | ABELA | 1 | EACH | $120.76 | 50.00% | $60.38 | 1 | $60.38 | 02/12/2002 |
| 84 | 1STFO | 0 | EACH | $120.76 | 0.00% | $0.00 | 0 | $0.00 | 11/21/2002 |
| 86 | AMIGA | 0 | EACH | $0.00 | 0.00% | $0.00 | 0 | $0.00 | |
| 107 | ABELA | 1 | EACH | $211.77 | 0.00% | $211.77 | 0 | $0.00 | 08/20/2002 |
| 136 | ABELA | 1 | EACH | $211.77 | 0.00% | $211.77 | 0 | $0.00 | 12/17/2002 |
| 137 | ABELA | 1 | EACH | $100.00 | 0.00% | $100.00 | 0 | $0.00 | 12/17/2002 |
| 143 | AGOLDEN | 1 | EACH | $100.00 | 0.00% | $100.00 | 0 | $0.00 | 12/23/2002 |
| 144 | AGOLDEN | 2 | EACH | $100.00 | 0.00% | $200.00 | 0 | $0.00 | 12/30/2002 |
| 148 | 1STFO | 1 | EACH | $100.00 | 0.00% | $100.00 | 0 | $0.00 | 12/31/2002 |
| 167 | ROBILL | 0 | EACH | $211.77 | 0.00% | $0.00 | 1 | $211.77 | 01/13/2003 |
| 99558 | ABELA | 0 | EACH | $0.00 | 0.00% | $0.00 | 7 | $0.00 | |
| | | | | Product/Currency Totals: | | $883.92 | | $272.15 | |
| | | | | | | | | Currency: | LR |
| 119 | 1111 | 1 | EACH | $0.00 | 0.00% | $0.00 | 0 | $0.00 | 09/05/2002 |
| | | | | Product/Currency Totals: | | $0.00 | | $0.00 | |
| | | | | | | | | Currency: | US |
| 90 | DUMAR | 1 | EACH | $142.83 | 0.00% | $142.83 | 0 | $0.00 | 02/15/2002 |
| 91 | DUMAR | 1 | EACH | $100.00 | 0.00% | $100.00 | 0 | $0.00 | 02/15/2002 |
| | | | | Product/Currency Totals: | | $242.83 | | $0.00 | |

| Ship Quantity (Committed) | Quantity Backordered | Available (Uncommitted) |
|---|---|---|
| 11 EACH | 9 EACH | 40 EACH |

Sales Order Report by Sales Order Number



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Blue Link Giftware Inc.

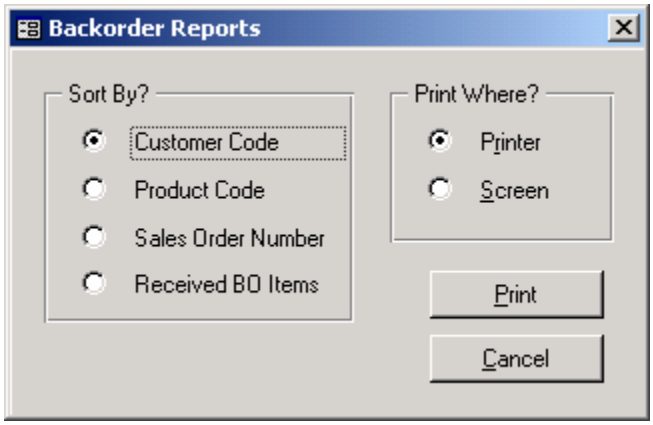
**Sales Order Report by Sales Order Number**

Products . thru WSG002; Customers . thru WHISTLER; S/O# 0 thru 9999999

| S/O # | Customer | Name | | | Order Date | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Product | Description | | Quantity | UBO | UOM | Price | Discount | Ship Total | B/O Total | Ship Date | |
| 83 | ABELA | Abelard Unique Ltd. | | | | 02/12/2002 | CA$ | | | Ready to Ship: | Yes |
| BACAV005 | BACCARAT AQUARELLE VASE | | 1 | 1 | EACH | $120.76 | 50.00% | $60.38 | $60.38 | 02/12/2002 | |
| | | Sales Order Total: | | | CA$ | | $120.76 | $60.38 | $60.38 | | |
| 84 | 1STFO | 1st Crystal & Gift | | | | 02/13/2002 | CA$ | | | Ready to Ship: | Yes |
| BACAV005 | BACCARAT AQUARELLE VASE | | 0 | 0 | EACH | $120.76 | 0.00% | $0.00 | $0.00 | 11/21/2002 | |
| | | Sales Order Total: | | | CA$ | | $0.00 | $0.00 | $0.00 | | |

# 14.17 Print Backorder Reports

Prints a list of items currently on backorder.




**Sort By?**
You can sort this report by Customer Code to make it easier to see at a glance all customers that need to be shipped, or sort by Product Code to indicate how much of each product is backordered at one time or by Sales Order Number.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

Choose the type of sorting you want for this report. The report by Customer details

- ? customer code and customer name
- ? currency
- ? product code and description
- ? sales order number,
- ? quantity ordered
- ? UBO (units on backorder)
- ? price and discount
- ? ship total and backorder total per customer
- ? total amount ready to ship, total amount backordered and total sales order.

The report by product code details

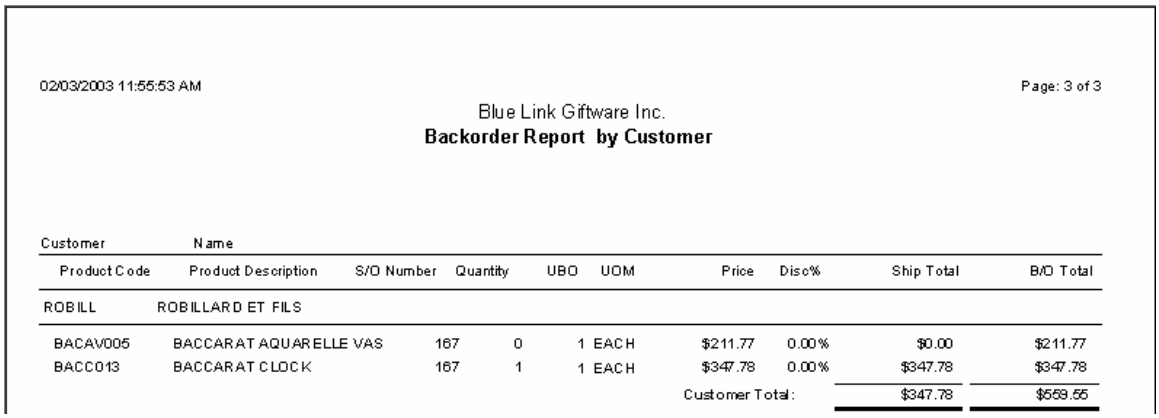
- ? product code and description
- ? customer code
- ? currency
- ? sales order number
- ? quantity ordered
- ? price and discount
- ? ship total
- ? UBO and backordered total per customer
- ? ship quantity (committed), quantity backordered and available (uncommitted) per product code.

The report by sales order number details

- ? sales order number and date
- ? customer code and name
- ? currency
- ? product code and description
- ? quantity ordered
- ? UBO (units on backorder)
- ? price and discount
- ? ship total
- ? backordered total
- ? sales order total.

## *Sample Backorder Reports*

Backorder Report by Customer Code



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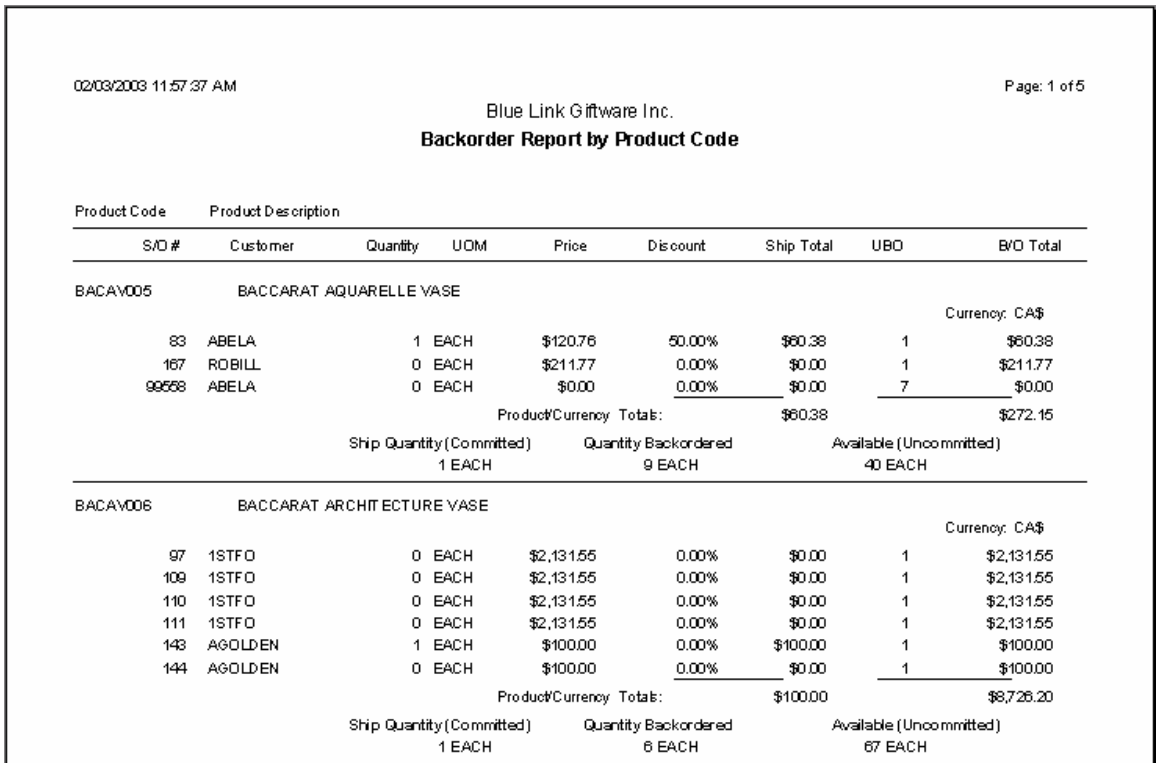
Blue Link Giftware Inc.

**Backorder Report by Customer**

| Customer | Name | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Product Code | Product Description | S/O Number | Quantity | UBO | UOM | Price | Disc% | Ship Total | B/O Total |
| ROBILL | ROBILLARD ET FILS | | | | | | | | |
| BACAV005 | BACCARAT AQUARELLE VAS | 167 | 0 | 1 | EACH | $211.77 | 0.00% | $0.00 | $211.77 |
| BACC013 | BACCARAT CLOCK | 167 | 1 | 1 | EACH | $347.78 | 0.00% | $347.78 | $347.78 |
| | | | | | | Customer Total: | | $347.78 | $559.55 |

Backorder Report by Product



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Blue Link Giftware Inc.

**Backorder Report by Product Code**

| Product Code | Product Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| S/O # | Customer | Quantity | UOM | Price | Discount | Ship Total | UBO | B/O Total |
| BACAV005 | BACCARAT AQUARELLE VASE | | | | | | | |
| | | | | | | | | Currency: CA$ |
| 83 | ABELA | 1 | EACH | $120.76 | 50.00% | $60.38 | 1 | $60.38 |
| 167 | ROBILL | 0 | EACH | $211.77 | 0.00% | $0.00 | 1 | $211.77 |
| 99558 | ABELA | 0 | EACH | $0.00 | 0.00% | $0.00 | 7 | $0.00 |
| | | | | Product/Currency Totals: | | $60.38 | | $272.15 |
| | | Ship Quantity (Committed) | | Quantity Backordered | | Available (Uncommitted) | | |
| | | 1 EACH | | 9 EACH | | 40 EACH | | |
| BACAV006 | BACCARAT ARCHITECTURE VASE | | | | | | | |
| | | | | | | | | Currency: CA$ |
| 97 | 1STFO | 0 | EACH | $2,131.55 | 0.00% | $0.00 | 1 | $2,131.55 |
| 109 | 1STFO | 0 | EACH | $2,131.55 | 0.00% | $0.00 | 1 | $2,131.55 |
| 110 | 1STFO | 0 | EACH | $2,131.55 | 0.00% | $0.00 | 1 | $2,131.55 |
| 111 | 1STFO | 0 | EACH | $2,131.55 | 0.00% | $0.00 | 1 | $2,131.55 |
| 143 | AGOLDEN | 1 | EACH | $100.00 | 0.00% | $100.00 | 1 | $100.00 |
| 144 | AGOLDEN | 0 | EACH | $100.00 | 0.00% | $0.00 | 1 | $100.00 |
| | | | | Product/Currency Totals: | | $100.00 | | $8,726.20 |
| | | Ship Quantity (Committed) | | Quantity Backordered | | Available (Uncommitted) | | |
| | | 1 EACH | | 6 EACH | | 67 EACH | | |

Backorder Report by Sales Order Number

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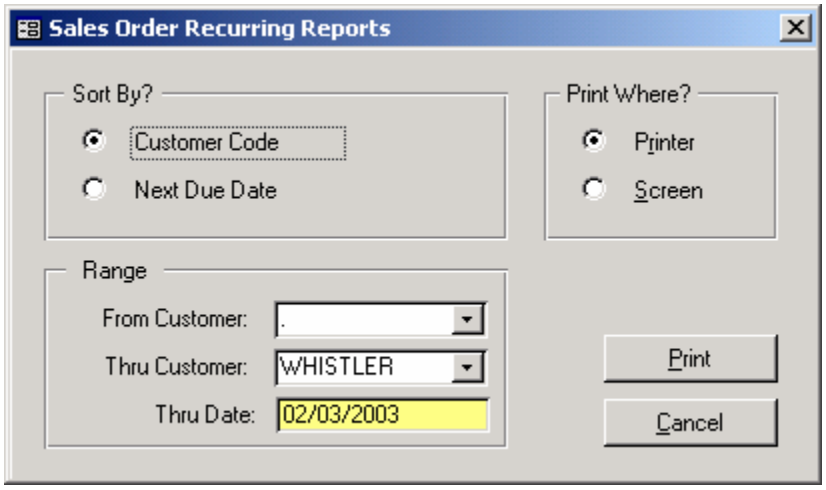
Blue Link Giftware Inc.

**Backorder Report by Sales Order Number**

| S/O # | Customer | Name | | Order Date | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Product | Description | | Quantity | UBO | UOM | Price | Discount | Ship Total | B/O Total |
| 83 | ABELA | Abelard Unique Ltd. | | 02/12/2002 | | CA$ | | | |
| BACAV005 | BACCARAT AQUARELLE VASE | | 1 | 1 | EACH | $120.76 | 50.00% | $60.38 | $60.38 |
| | | | Sales Order Total: | | | CA$ | $120.76 = | $60.38 + | $60.38 |
| 88 | DUMAR | Dumar & Dumar | | 02/21/2002 | | US | | | |
| BACCN016 | BACCARAT CASIDEA NOGENT | | 0 | 1 | EACH | $218.79 | 0.00% | $0.00 | $218.79 |
| | | | Sales Order Total: | | | US | $218.79 = | $0.00 + | $218.79 |

# 14.18 Recurring Sales Order Reports

This program will print a listing of customers and invoices set up in recurring invoice system.




**Sort By?**
You may choose to sort this report by **Customer Code** or **Next Due Date**.

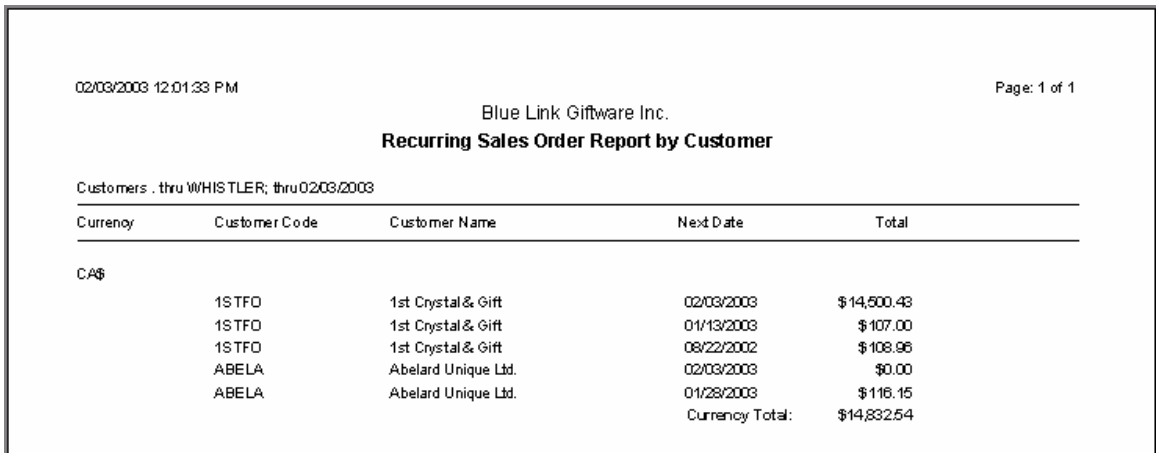
**From/Thru Customer**
If you choose to sort by Customer Code, select the range of customers. If you do not change the default limits, the report will print for all customers.

**Thru Date**
If you choose to sort the report by **Next Due Date,** then you must also enter the Thru Date. The default is the current date. The report will then print a listing of all recurring invoices whose next invoice date is on or before the date you specified.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen.

## *Sample Recurring Sales Reports*

Recurring Sales Order Report by Customer



02/03/2003 12:01:33 PM Page: 1 of 1

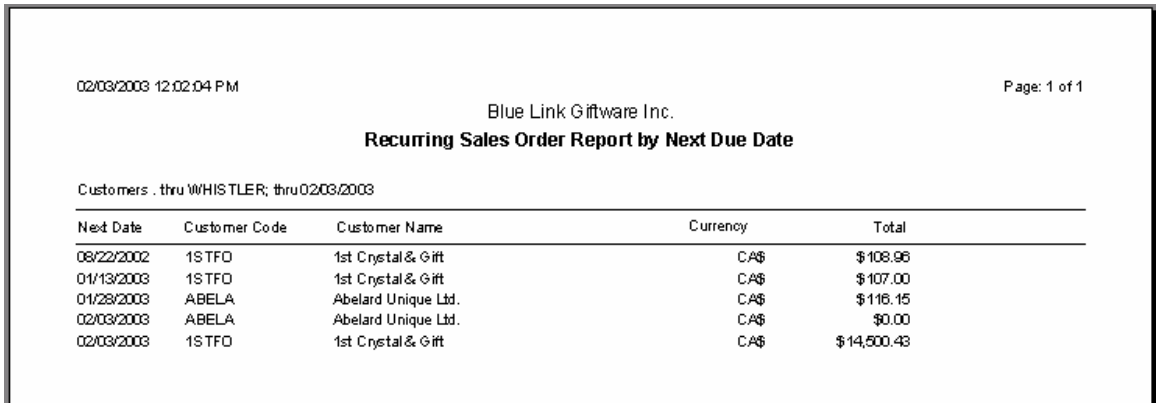
Blue Link Giftware Inc.

**Recurring Sales Order Report by Customer**

Customers . thru WHISTLER; thru 02/03/2003

| Currency | Customer Code | Customer Name | Next Date | Total |
|---|---|---|---|---|
| CA$ | | | | |
| | 1STFO | 1st Crystal & Gift | 02/03/2003 | $14,500.43 |
| | 1STFO | 1st Crystal & Gift | 01/13/2003 | $107.00 |
| | 1STFO | 1st Crystal & Gift | 08/22/2002 | $108.96 |
| | ABELA | Abelard Unique Ltd. | 02/03/2003 | $0.00 |
| | ABELA | Abelard Unique Ltd. | 01/28/2003 | $116.15 |
| | | | Currency Total: | $14,832.54 |

Recurring Sales Order Report by Next Due Date



02/03/2003 12:02:04 PM Page: 1 of 1

Blue Link Giftware Inc.

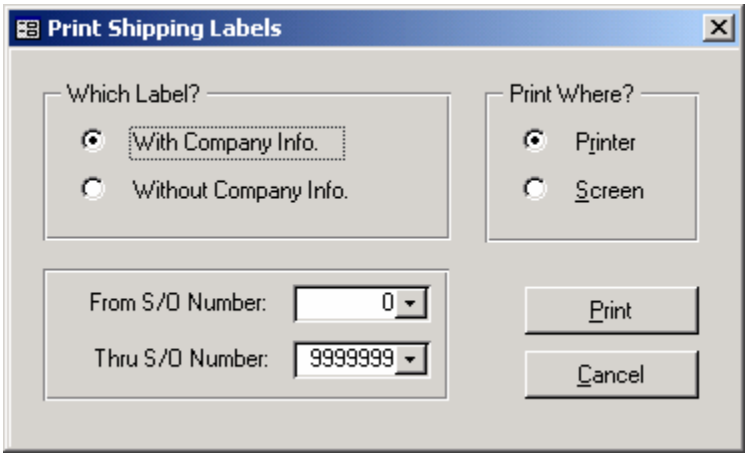
**Recurring Sales Order Report by Next Due Date**

Customers . thru WHISTLER; thru 02/03/2003

| Next Date | Customer Code | Customer Name | Currency | Total |
|---|---|---|---|---|
| 08/22/2002 | 1STFO | 1st Crystal & Gift | CA$ | $108.96 |
| 01/13/2003 | 1STFO | 1st Crystal & Gift | CA$ | $107.00 |
| 01/28/2003 | ABELA | Abelard Unique Ltd. | CA$ | $116.15 |
| 02/03/2003 | ABELA | Abelard Unique Ltd. | CA$ | $0.00 |
| 02/03/2003 | 1STFO | 1st Crystal & Gift | CA$ | $14,500.43 |

# 14.19 Print Shipping Labels

This program will print the **Ship To** information from the invoices on standard shipping labels. You can generate these labels only for invoices that have not yet been posted.



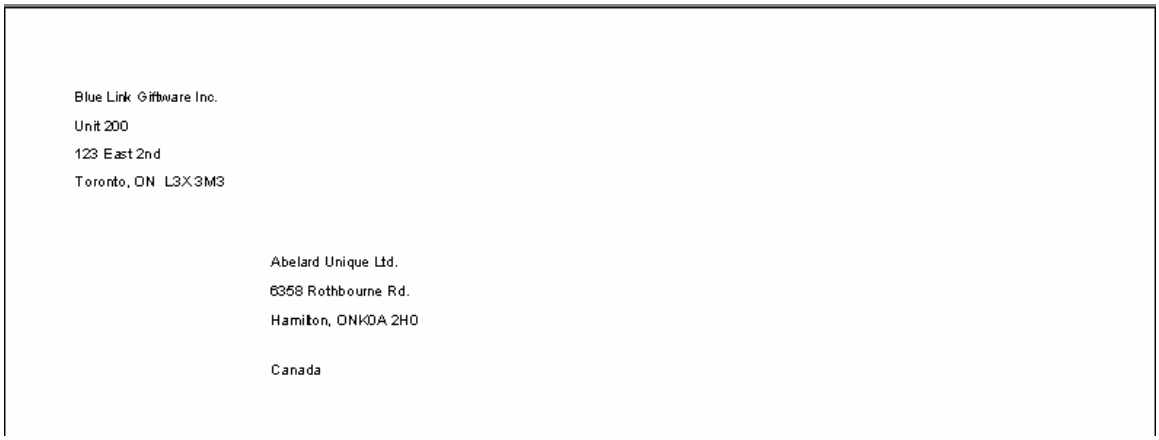

**Which Label?**
You may print the labels with or without **your** company information.

**From/Thru S/O Number**
Enter a range of sales order numbers for printing on the screen displayed. If you do not change the default limits, the program will print labels for all **unposted** invoices currently in the file.

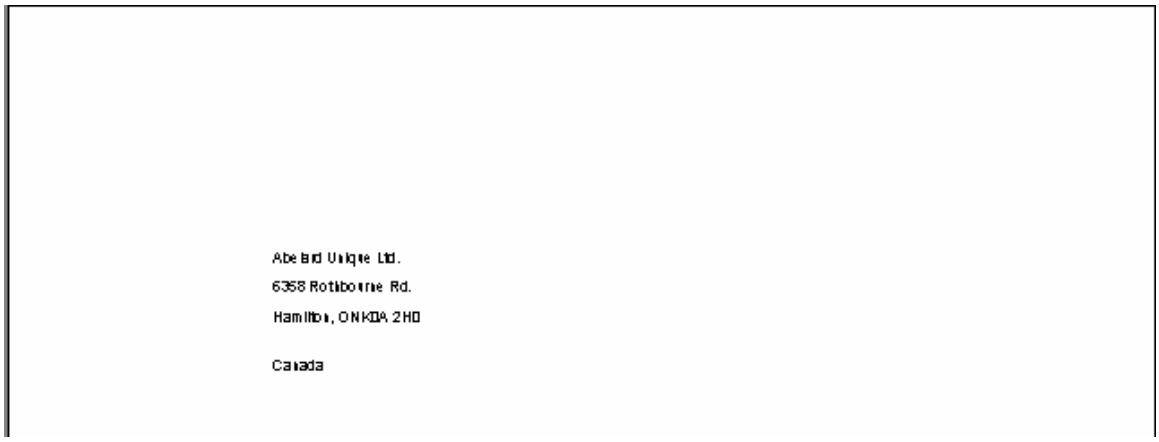
**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## *Sample Shipping Labels*

With Company Information

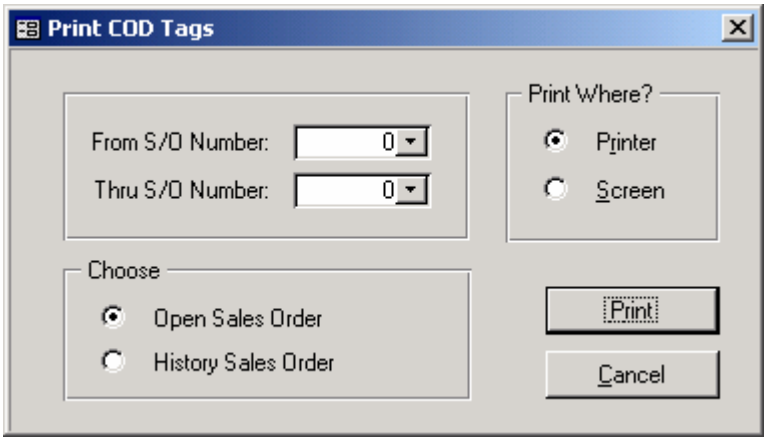



Without Company Information



# 14.20 Print UPS COD Tags

Use this program to print tractor fed UPS COD Tags.




**From/Thru S/O Number**
You may specify a range of sales orders number to limit the report to.

**Choose**
You can choose to print the Open Sales Orders (unposted) or History Sales Order (posted). If you do not change the default ranges the program will print COD tags for all open sales order.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

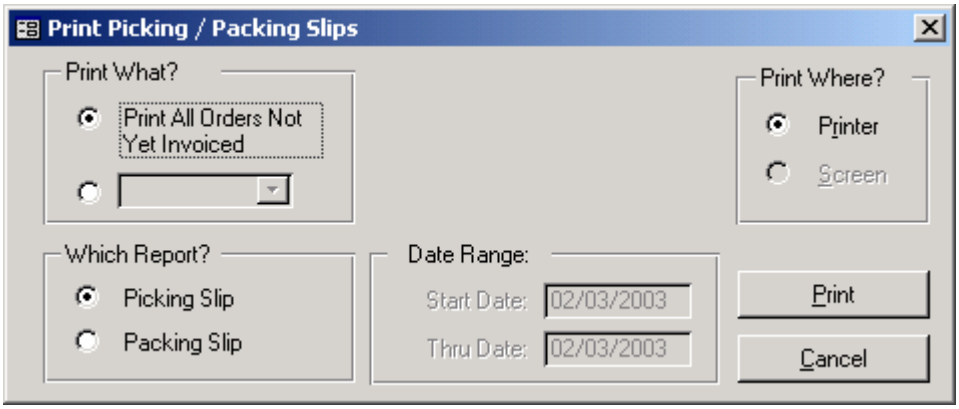
# 14.21 Print Packing Lists

Packing slips are provided as a convenience in Blue Link Solutions for a reference when you or your shipping personnel stage and fill orders, prior to getting the actual printed invoice for delivery.

The packing slips show the following information:

- ? customer name and address,
- ? ship to name and address,
- ? sales order number,
- ? purchase order number if applicable,
- ? order date,
- ? product code and description,
- ? exact location of the item,
- ? quantity available to ship,
- ? backorder quantity
- ? total of the order.
- ? space is provided to enter the quantity actually shipped.

The following screen will be displayed:

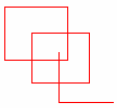



**What to Print?**
You can print all orders not yet invoiced or limit the packing slips printed to an individual sales order. If you do not change the default limits, the program will print packing slips for all open sales orders.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Date Range**
This will filter the packing slips to be printed based on the packing slip date.

### *Sample Packing List Report*



**Test Company #2**
**Unit 200**
**123 East 2nd**
**Toronto, ON L3X 3M3**
Phone: +44 (656) 78-4464 Fax (905) 660-8973

## Packing Slip

**Customer ID:** ASAFE
**Date:** 10/25/2001
**Page:** 1 of 1

**Sold To:**
A Safeguard Distributor
2628 Credit Valley Road
Mississauga, ON

**Ship To:**
A Safeguard Distributor
2628 Credit Valley Road
Mississauga, ON Canada

Phone: (905) 607-9056

| Sales Order | Order Date | Shipped Via | F.O.B. | Terms | Your Order # | Salesperson |
|---|---|---|---|---|---|---|
| 30181 | 10/24/2001 | BEST WAY | | COD | | MDJ |

| Product Code | Product Name | UOM | Ordered | Shipped | B/O |
|---|---|---|---|---|---|
| BM-Black Toner Cartridge | BM-Black Toner Cartridge<br>Black toner cartridge | EACH | 5 | 5 | 0 |

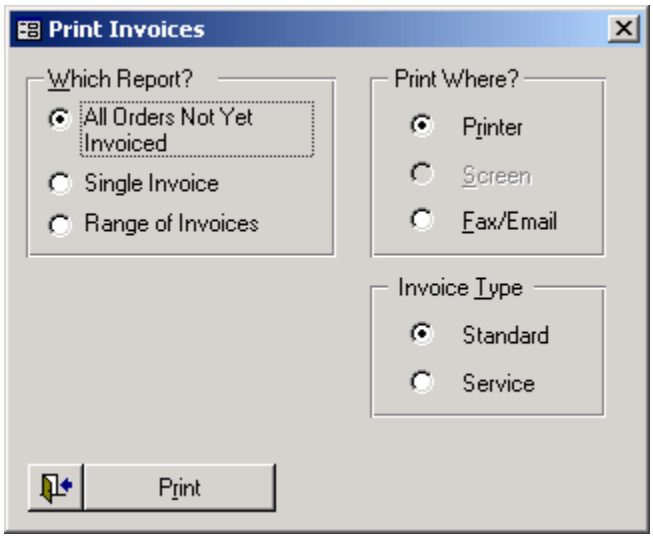
# 14.22 Print Invoices

After entering a sales order, all the available ready-to-ship items on that sales order are ready to invoice. You must print the invoice to the printer before you can post it. Until all line items are posted, you can continue to reprint it and you can also allow new items to be entered on the original sales order.

This program will print the invoices for available inventory line items entered in **Enter/Change Sales Order** on either preprinted invoice forms or plain paper.

Only those sales order items that are available and ready-to-ship will be printed. Items on backorder and items with a ready-to-ship flag unchecked will not appear on the invoice.

After printing, this program will also allow you to post all appropriate information to the General Ledger, Customer file, Inventory file, and the Accounts Receivable file.




**Print What?**
You can choose to **Print All in Orders Not Yet Invoiced,** an **individual** sales order or a **Range of Invoices.**
**Invoice Type**
When printing Invoices, you can choose between two types: Standard (for products) and Service (mainly for services).

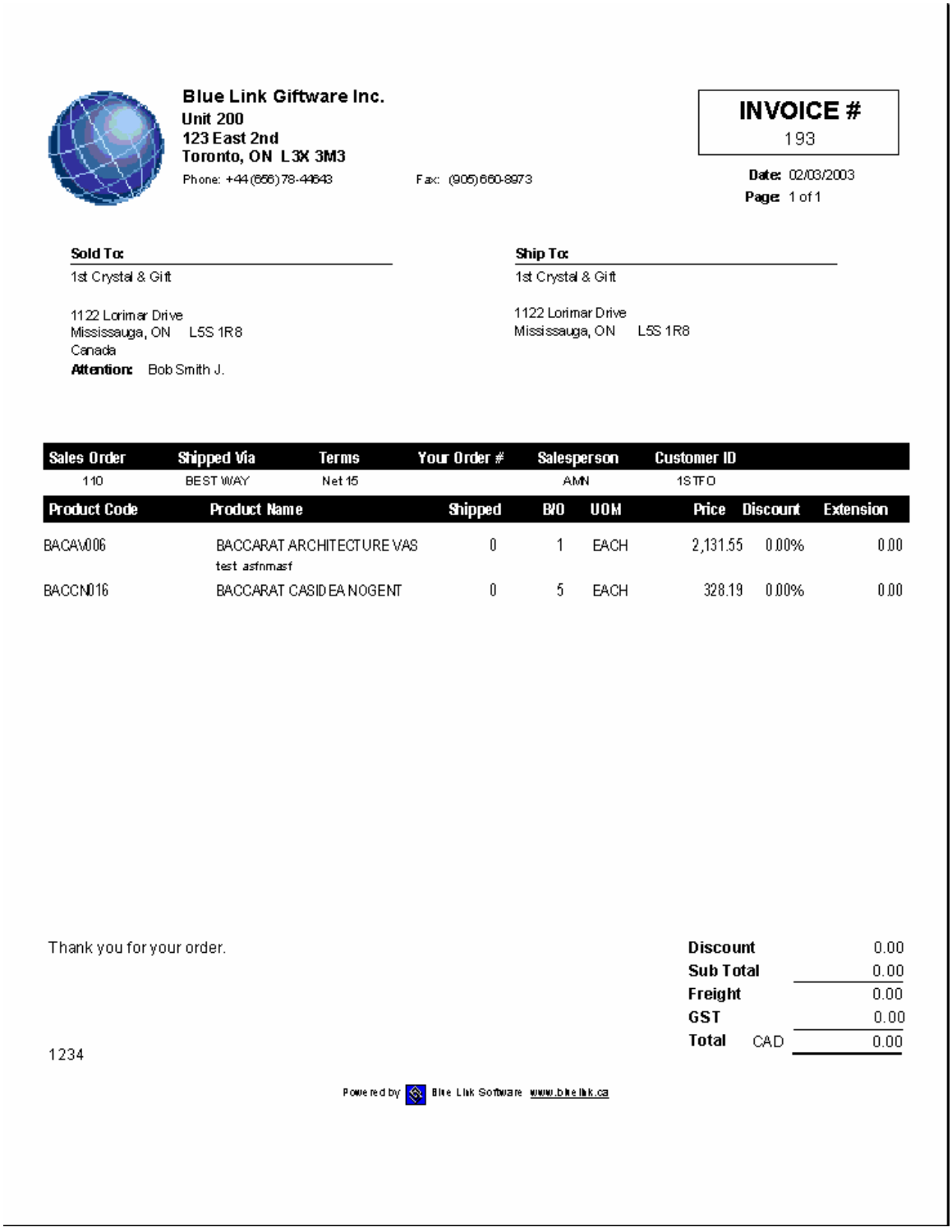
**Print Where?**
You may select for the report to be printed to the printer, to be previewed on screen, or to be faxed/emailed. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

If you choose Fax/Email the invoices will be sent out to the appropriate fax number or email address as set up in the customer file for each customer. Note: This feature requires Outlook and Word integration to be set up prior to use. See Chapter 6 – System Maintenance for details.

If you print to the screen and then print to the printer from there, the invoices will **not** be marked as printed AND **not** be posted.

Preview Invoice
Please note that even if you print the invoice from this preview screen, an invoice number is being assigned and it will NOT be marked as printed and will NOT be posted.
OK

**Sample Invoice**



**Blue Link Giftware Inc.**
**Unit 200**
**123 East 2nd**
**Toronto, ON L3X 3M3**
Phone: +44 (656) 78-44643 Fax: (905) 660-8973

**INVOICE #**
193

**Date:** 02/03/2003
**Page:** 1 of 1

**Sold To:**
1st Crystal & Gift

1122 Lorimar Drive
Mississauga, ON L5S 1R8
Canada
**Attention:** Bob Smith J.

**Ship To:**
1st Crystal & Gift

1122 Lorimar Drive
Mississauga, ON L5S 1R8

| Sales Order | Shipped Via | Terms | Your Order # | Salesperson | Customer ID |
|---|---|---|---|---|---|
| 110 | BEST WAY | Net 15 | | AMN | 1STFO |

| Product Code | Product Name | Shipped | B/O | UOM | Price | Discount | Extension |
|---|---|---|---|---|---|---|---|
| BACAV006 | BACCARAT ARCHITECTURE VAS<br>test asfnmasf | 0 | 1 | EACH | 2,131.55 | 0.00% | 0.00 |
| BACCN016 | BACCARAT CASIDEA NOGENT | 0 | 5 | EACH | 328.19 | 0.00% | 0.00 |

Thank you for your order.

| | | |
|---|---|---|
| **Discount** | | 0.00 |
| **Sub Total** | | 0.00 |
| **Freight** | | 0.00 |
| **GST** | | 0.00 |
| **Total** | CAD | 0.00 |

1234

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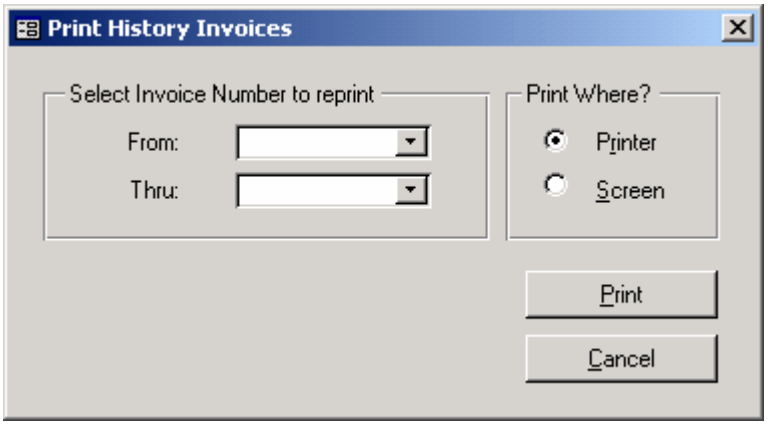
# 14.23 Reprint an Invoice

Use this program to reprint an invoice saved in the history system. For an invoice to be available, the following things must be done:

1. You must have the customer set to "History – Yes"
2. The history invoice detail must be available (i.e. not purged via the **System Maintenance** (**End of Month - Clear History Information)**).

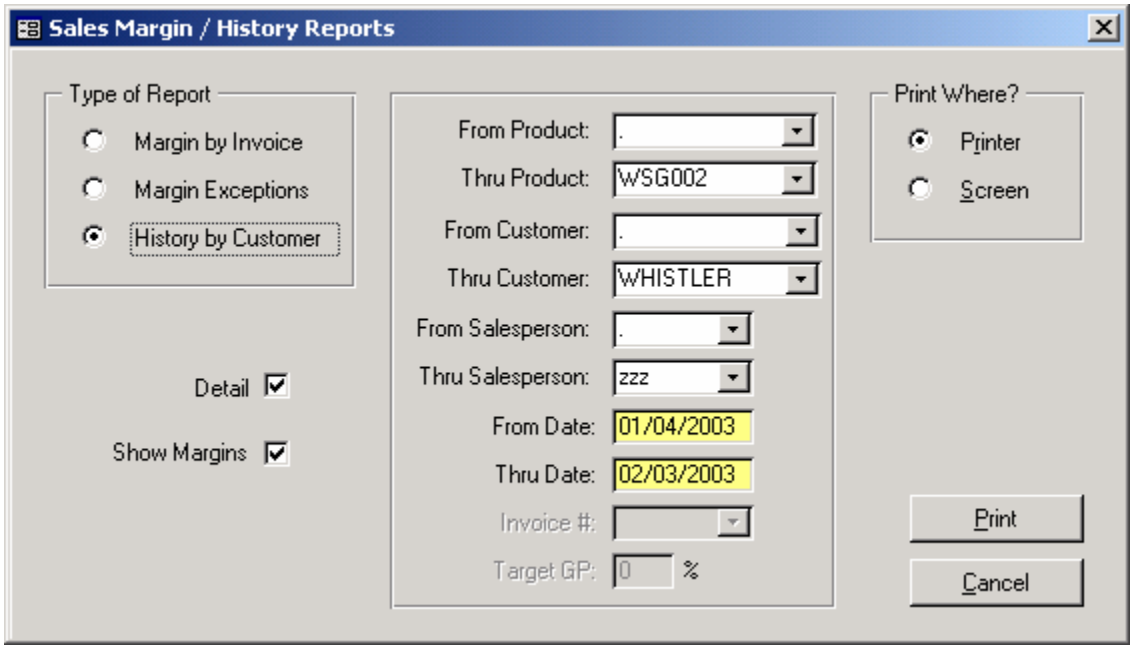



**Select Invoice Number to reprint?**
Select the invoice number to be reprinted.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

# 14.24 Sales History/Order Margin Reports

This option allows you to print various types of Sales History Reports




**Type of Report**
You may select one of three types of reports:

Margin by Invoice - this report is selected by invoice # and date, the customer name, product code and description, quantity, price, extension, CA$ Ext, cost and GP% margin are displayed.

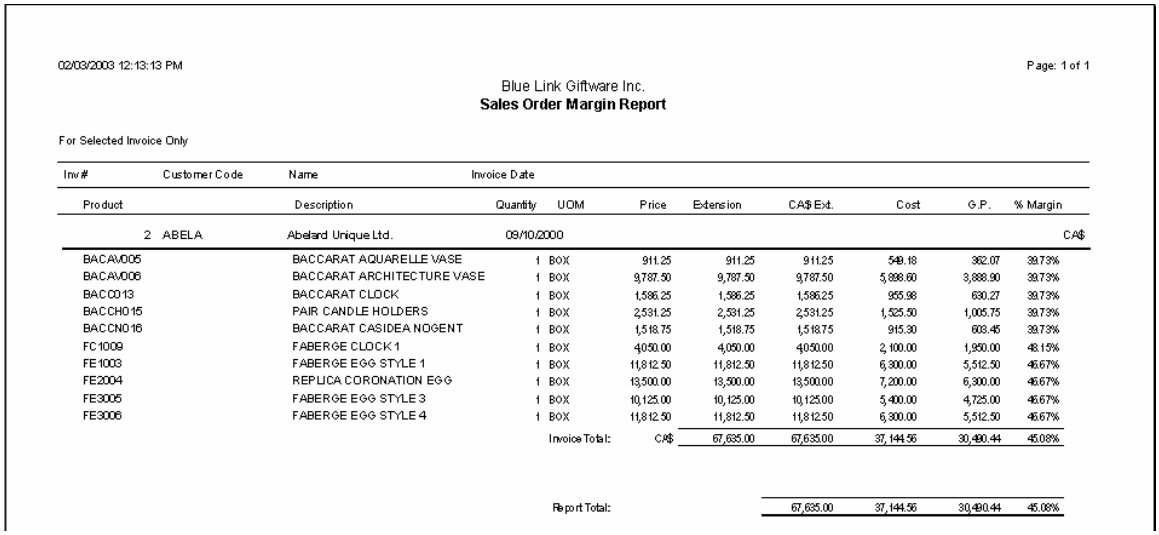
Margin Exception - this report lists invoices dated between the **Thru** and **From** dates and only those that fall **BELOW** the specified target GP%. It displays the invoice # and date, the customer name, product code and description, quantity, price, extension, CA$, extended, cost and GP% margin except

History by Customer - is the same as the margin by invoice report, limited by product code, customer code, salesperson, thru' and from dates and may be shown with or without detail and margins.

Select the type of report you wish to view and enter the relevant codes, dates, invoice numbers and Target GP%. The report may be printed to the printer or previewed on screen.

## *Sample History/Order Margin Reports*

### Sales Order Margin Report (for a particular invoice)



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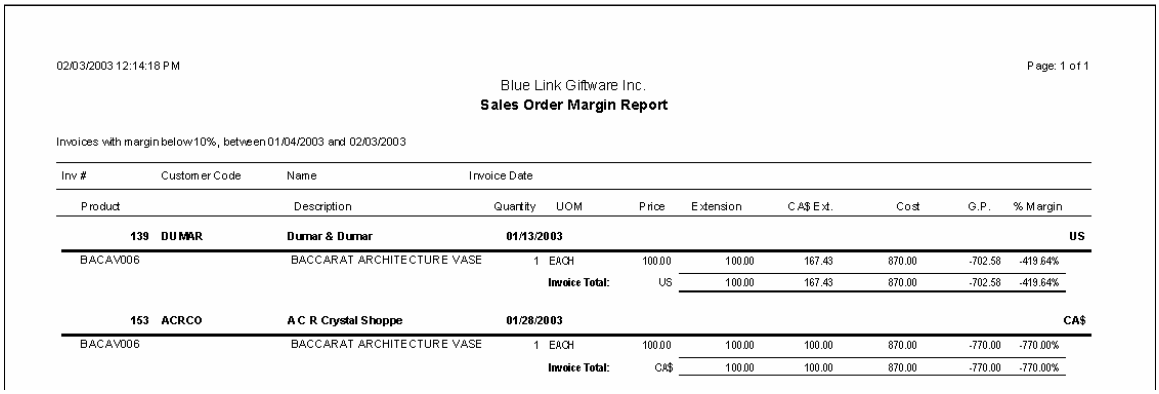
Blue Link Giftware Inc.
**Sales Order Margin Report**

For Selected Invoice Only

| Inv # | Customer Code | Name | Invoice Date | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Product | | Description | Quantity | UOM | Price | Extension | CA$ Ext. | Cost | G.P. | % Margin |
| 2 | ABELA | Abelard Unique Ltd. | 09/10/2000 | | | | | | | CA$ |
| BACAV005 | | BACCARAT AQUARELLE VASE | 1 | BOX | 911.25 | 911.25 | 911.25 | 549.18 | 362.07 | 39.73% |
| BACAV006 | | BACCARAT ARCHITECTURE VASE | 1 | BOX | 9,787.50 | 9,787.50 | 9,787.50 | 5,898.60 | 3,888.90 | 39.73% |
| BACC013 | | BACCARAT CLOCK | 1 | BOX | 1,586.25 | 1,586.25 | 1,586.25 | 955.98 | 630.27 | 39.73% |
| BACCH015 | | PAIR CANDLE HOLDERS | 1 | BOX | 2,531.25 | 2,531.25 | 2,531.25 | 1,525.50 | 1,005.75 | 39.73% |
| BACCN016 | | BACCARAT CASIDEA NOGENT | 1 | BOX | 1,518.75 | 1,518.75 | 1,518.75 | 915.30 | 603.45 | 39.73% |
| FC1009 | | FABERGE CLOCK 1 | 1 | BOX | 4,050.00 | 4,050.00 | 4,050.00 | 2,100.00 | 1,950.00 | 48.15% |
| FE1003 | | FABERGE EGG STYLE 1 | 1 | BOX | 11,812.50 | 11,812.50 | 11,812.50 | 6,300.00 | 5,512.50 | 46.67% |
| FE2004 | | REPLICA CORONATION EGG | 1 | BOX | 13,500.00 | 13,500.00 | 13,500.00 | 7,200.00 | 6,300.00 | 46.67% |
| FE3005 | | FABERGE EGG STYLE 3 | 1 | BOX | 10,125.00 | 10,125.00 | 10,125.00 | 5,400.00 | 4,725.00 | 46.67% |
| FE3006 | | FABERGE EGG STYLE 4 | 1 | BOX | 11,812.50 | 11,812.50 | 11,812.50 | 6,300.00 | 5,512.50 | 46.67% |
| | | | | Invoice Total: | CA$ | 67,635.00 | 67,635.00 | 37,144.56 | 30,490.44 | 45.08% |
| | | | | Report Total: | | | 67,635.00 | 37,144.56 | 30,490.44 | 45.08% |

### Sales Order Margin Report (Margin below 10%)



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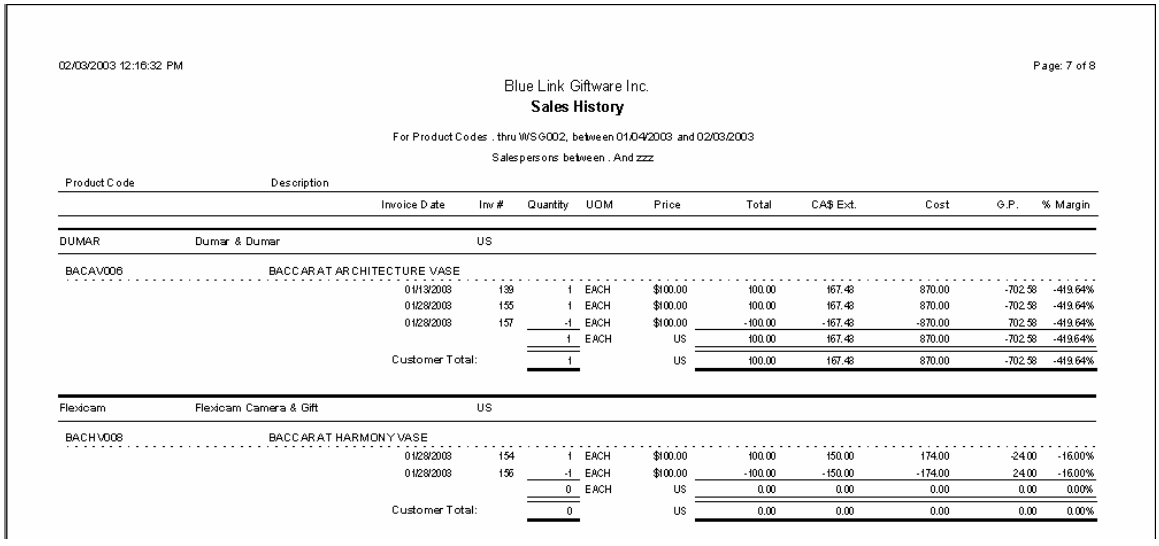
Blue Link Giftware Inc.
**Sales Order Margin Report**

Invoices with margin below 10%, between 01/04/2003 and 02/03/2003

| Inv # | Customer Code | Name | Invoice Date | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Product | | Description | Quantity | UOM | Price | Extension | CA$ Ext. | Cost | G.P. | % Margin |
| **139** | **DUMAR** | **Dumar & Dumar** | **01/13/2003** | | | | | | | **US** |
| BACAV006 | | BACCARAT ARCHITECTURE VASE | 1 | EACH | 100.00 | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| | | | | **Invoice Total:** | US | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| **153** | **ACRCO** | **A C R Crystal Shoppe** | **01/28/2003** | | | | | | | **CA$** |
| BACAV006 | | BACCARAT ARCHITECTURE VASE | 1 | EACH | 100.00 | 100.00 | 100.00 | 870.00 | -770.00 | -770.00% |
| | | | | **Invoice Total:** | CA$ | 100.00 | 100.00 | 870.00 | -770.00 | -770.00% |

### Sales History



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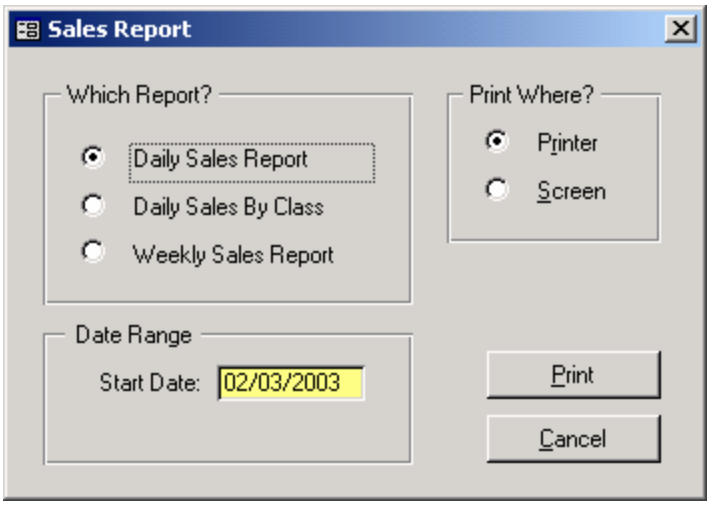
Blue Link Giftware Inc.
**Sales History**

For Product Codes . thru WSG002, between 01/04/2003 and 02/03/2003
Salespersons between . And zzz

| Product Code | Description | Invoice Date | Inv # | Quantity | UOM | Price | Total | CA$ Ext. | Cost | G.P. | % Margin |
|---|---|---|---|---|---|---|---|---|---|---|---|
| DUMAR | Dumar & Dumar | | US | | | | | | | | |
| BACAV006 | BACCARAT ARCHITECTURE VASE | | | | | | | | | | |
| | | 01/13/2003 | 139 | 1 | EACH | $100.00 | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| | | 01/28/2003 | 155 | 1 | EACH | $100.00 | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| | | 01/28/2003 | 157 | -1 | EACH | $100.00 | -100.00 | -167.43 | -870.00 | 702.58 | -419.64% |
| | | | | 1 | EACH | US | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| | | Customer Total: | | 1 | | US | 100.00 | 167.43 | 870.00 | -702.58 | -419.64% |
| Flexicam | Flexicam Camera & Gift | | US | | | | | | | | |
| BACHV008 | BACCARAT HARMONY VASE | | | | | | | | | | |
| | | 01/28/2003 | 154 | 1 | EACH | $100.00 | 100.00 | 150.00 | 174.00 | -24.00 | -16.00% |
| | | 01/28/2003 | 156 | -1 | EACH | $100.00 | -100.00 | -150.00 | -174.00 | 24.00 | -16.00% |
| | | | | 0 | EACH | US | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | | Customer Total: | | 0 | | US | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

# 14.25 Sales Report

Use this program to print a daily or weekly sales report or graph. The report will only list invoices that have been printed and posted, using the invoice date as the report date.




**Which Report?**

Daily Sales Report - invoice number, customer, currency, terms, subtotal, tax, freight and total sales.

Daily Sales by Class - invoice number and totals for each class that has been set up in System Interface on a daily basis.

Weekly Sales Report - date and totals for each class that has been set up on a weekly basis.

**Start/Thru Date**

Select the start date of the daily sales report to print.
Select the start and thru dates for the weekly sales report to print

**Graph Button**

The Graph button is available for the Weekly Sales Report. Click this to see a graph instead of a report.

## *Sample Sales Reports and Graphs*

### Sales Report by Day by Invoice Number

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Blue Link Giftware Inc.

**Sales Report for**
**September 30, 2001**

For 09/30/2001 All Currencies shown in CA$

| Invoice | Customer | | Terms | Subtotal | GST | Prov Tax | Freight | Total |
|---|---|---|---|---|---|---|---|---|
| 24 | 1STFO | 1st Crystal & Gift | Net 15 | $180,306.00 | $12,621.42 | $0.00 | $0.00 | $192,927.42 |
| 25 | 1STFO | 1st Crystal & Gift | Net 15 | $198,450.00 | $13,891.50 | $0.00 | $0.00 | $212,341.50 |
| 26 | ABELA | Abelard Unique Ltd. | Net 15 | $159,158.25 | $11,141.08 | $0.00 | $0.00 | $170,299.33 |
| 27 | ACRCO | A C R Crystal Shoppe | Net 15 | $75,431.25 | $5,280.19 | $0.00 | $0.00 | $80,711.44 |
| 28 | ACTTI | Actt Giftware Co. | Net 15 | $28,294.80 | $1,980.64 | $0.00 | $0.00 | $30,275.44 |
| 29 | ALINE | A-Line Gift Shoppe | Net 15 | $16,644.00 | $1,165.08 | $0.00 | $0.00 | $17,809.08 |
| 30 | AMAND | Amanda & Birk | Net 15 | $293,706.00 | $20,559.42 | $0.00 | $0.00 | $314,265.42 |
| 31 | DRM10 | Droit Rouche Myher | Net 15 | $237,015.95 | $16,591.12 | $0.00 | $0.00 | $253,607.07 |
| 32 | E.PIERRE | E.PIERRE Giftware | Net 15 | $22,072.50 | $1,545.08 | $0.00 | $0.00 | $23,617.58 |
| 33 | B&BED | Brott & Bedford | Net 15 | $105,907.50 | $7,413.53 | $0.00 | $0.00 | $113,321.03 |
| 34 | BCGIFT | BC GIFT SHOPPE | Net 15 | $25,245.00 | $1,767.15 | $0.00 | $0.00 | $27,012.15 |
| 35 | DUMAR | Dumar & Dumar | Net 15 | $113,589.00 | $0.00 | $0.00 | $0.00 | $113,589.00 |
| 36 | EXCHANGE | THE GIFT EXCHANGE | Net 15 | $165,564.00 | $11,589.48 | $0.00 | $0.00 | $177,153.48 |
| 37 | LAVOIE | LAVOIE ET LAVOIE | Net 15 | $58,590.00 | $4,101.30 | $0.00 | $0.00 | $62,691.30 |
| 38 | MILLER IND | Miller Crystal & Music | Net 15 | $84,562.50 | $0.00 | $0.00 | $0.00 | $84,562.50 |
| 39 | ROBILL | ROBILLARD ET FILS | Net 15 | $18,698.00 | $1,308.86 | $0.00 | $0.00 | $20,006.86 |
| 40 | WHISTLER | WHISTLER GIFT | Net 15 | $103,761.00 | $7,263.27 | $0.00 | $0.00 | $111,024.27 |
| 41 | INTGIFTS | INTERNATIONAL GIFTS | Net 15 | $109,053.00 | $7,633.71 | $0.00 | $0.00 | $116,686.71 |
| 42 | KASE PROD | KASE Products & Gifts | Net 15 | $329,805.00 | $23,086.35 | $0.00 | $0.00 | $352,891.35 |
| | | | | $2,325,853.75 | $148,939.18 | $0.00 | $0.00 | $2,474,792.93 |

### Daily Sales Report by Product Class

02/03/2003 12:20:56 PM Page: 1 of 1

Blue Link Giftware Inc.

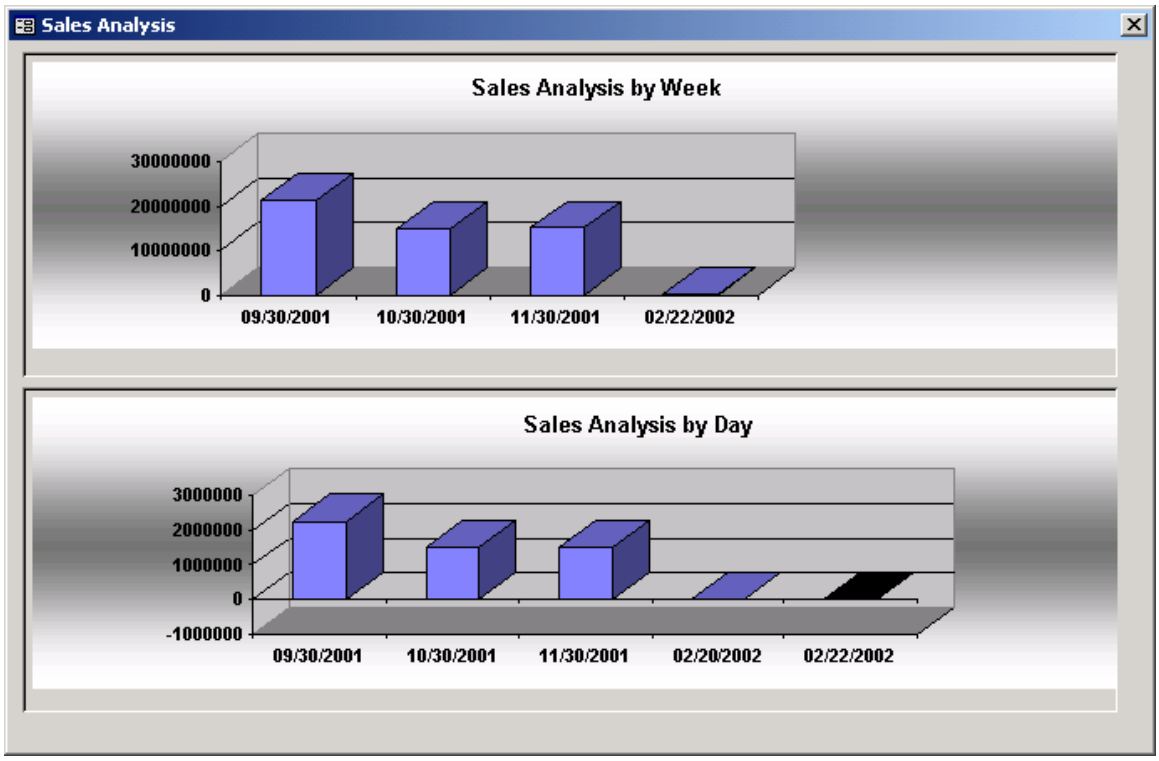
**Daily Income Report**

For 09/30/2001

| Inv # | BACCARAT | MATS JONASSON | FABERGE | WATERFORD | SWAROVSKI | GEMSTONES | MUSIC BOXES | OTHER PRODUCTS | DEBEERS | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 24 | $91,476.00 | 0.00 | 88,830.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180,306.00 |
| 25 | | 0.00 | 198,450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 198,450.00 |
| 26 | $68,782.50 | 0.00 | 90,375.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 159,158.25 |
| 27 | $2,025.00 | 18,258.75 | 0.00 | 0.00 | 55,147.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75,431.25 |
| 28 | $12,228.00 | 0.00 | 16,066.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,294.80 |
| 29 | $360.00 | 3,240.00 | 0.00 | 3,234.00 | 9,804.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,644.00 |
| 30 | $293,706.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 293,706.00 |
| 31 | | 0.00 | 218,824.20 | 18,191.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 237,015.95 |
| 32 | $22,072.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,072.50 |
| 33 | $105,907.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105,907.50 |
| 34 | $25,245.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,245.00 |
| 35 | $11,340.00 | 102,249.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113,589.00 |
| 36 | $11,340.00 | 154,224.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 165,564.00 |
| 37 | | 0.00 | 58,590.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 58,590.00 |
| 38 | | 0.00 | 84,562.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 84,562.50 |
| 39 | | 0.00 | 0.00 | 18,698.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,698.00 |
| 40 | | 0.00 | 0.00 | 103,761.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 103,761.00 |
| 41 | | 0.00 | 0.00 | 0.00 | 109,053.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 109,053.00 |
| 42 | | 0.00 | 0.00 | 0.00 | 329,805.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 329,805.00 |
| Totals | 644,482.50 | 277,977.75 | 755,699.25 | 143,884.75 | 503,809.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,325,853.75 |

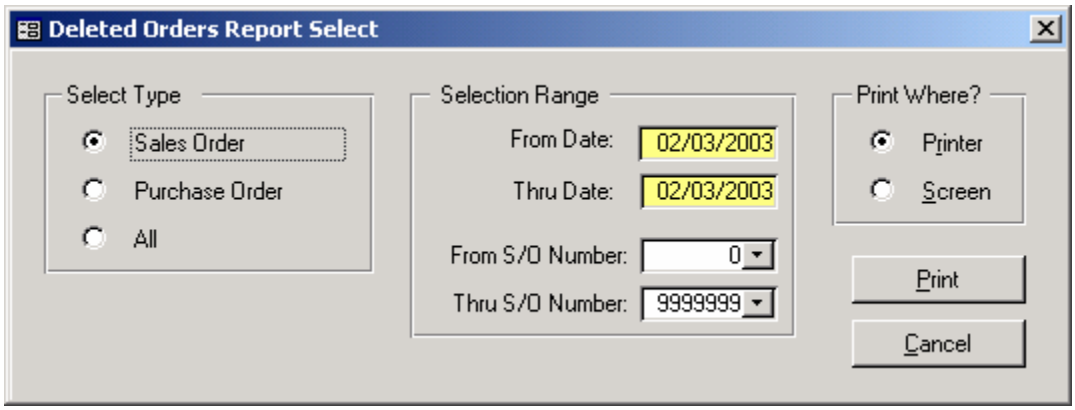
Note: The columns that appear across the top of this report are the “report columns” that were identified during the configuration of inventory classes in the System Interface.

**Weekly Sales Report Graph**



# 14.26 Print Deleted Orders

When you choose this option, the following screen will be diplayed:

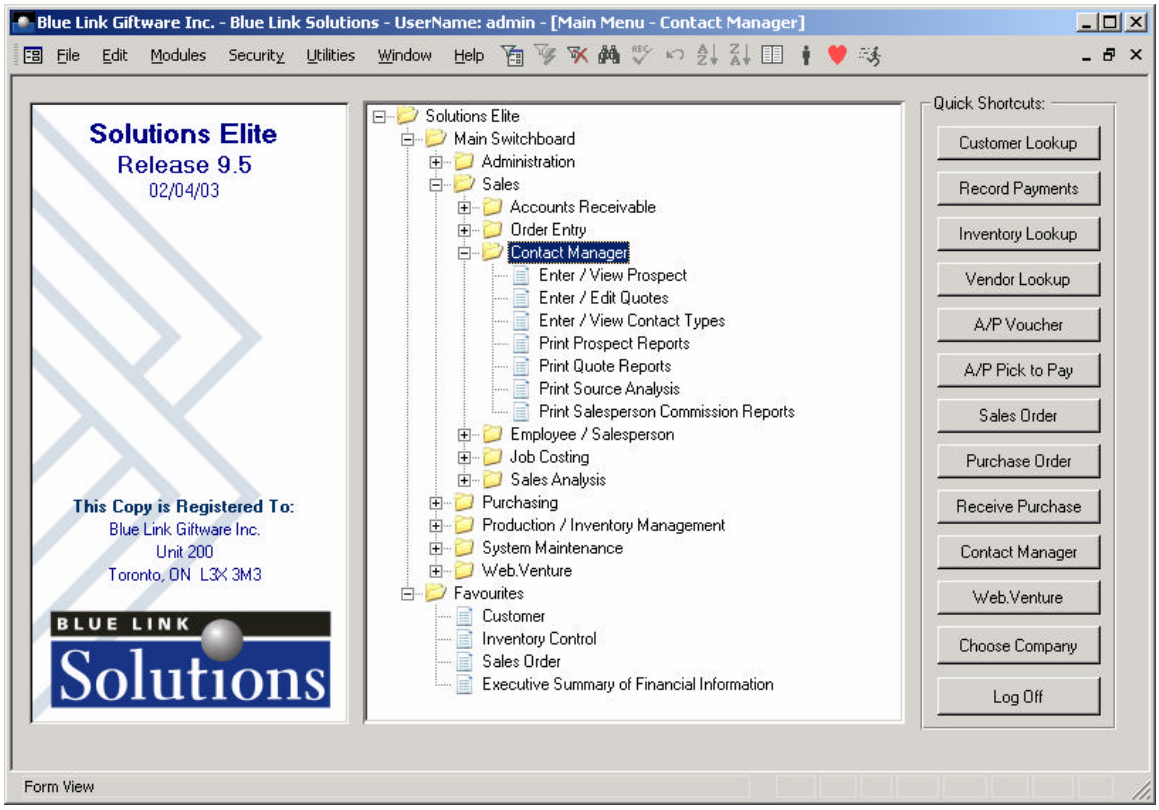



You will be able to print either deleted Sales Orders or Purchase Orders for a specific Date and S/O or P/O range. You can also choose to print all deleted orders.

# 15: Contact Manager

The Contact Manager module has been designed to assist you in maintaining prospect data **PRIOR** to them doing business with your company. It is integrated with Microsoft Outlook.

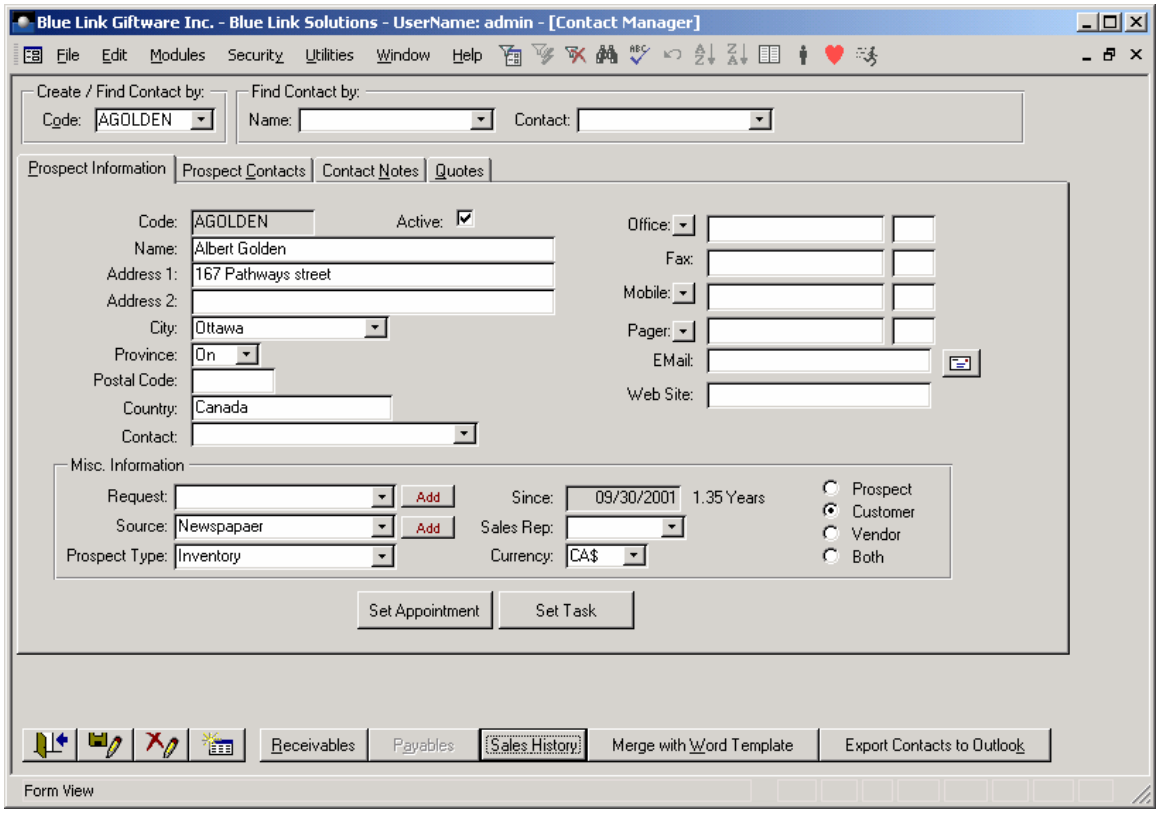
Access Contact Manager through **Sales | Contact Manager**.




In addition, you can use the Contact Manager to continue to maintain contact information on your prospects and customers after the sales have been made. The Contact Manager also allows you to maintain contact information on your vendors.

# 15.1 Enter/View Prospect

The Contact Manager main screen is shown as follows:




**Search**
The drop down list at the right of the Search box will change depending on whether you what to search by Contact Name, by Prospect Code or by Company Name. Click on one the three options and then click on the drop down list and select the appropriate contact.

## 15.1.1 PROSPECT INFORMATION TAB

**Company (Required)**
The actual vendor name. This is a 25 character alphanumeric field.

**Address 1**
The first of 2 address lines. This is a 25 character alphanumeric field.

**Address 2**
The second of 2 address lines. This can be a second address or simply a suite number. This is a 25 character alphanumeric field.

**City**
The city the vendor is in. This is a 15 character alphanumeric field.

**Province/State/County**
This field label and size depends on the Regional Settings that you have selected..

**Postal Code/Zip Code**
This field label and size depends on the Regional Settings that you have selected..

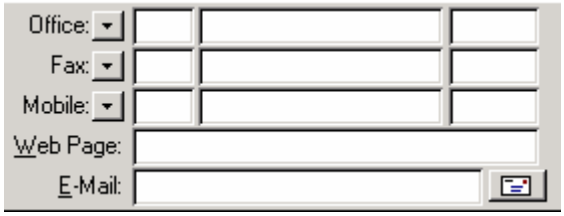
**Country**
The country the vendor is in.

**Contact**
The person with whom you normally speak at your vendor's location. This is a 25 character alphanumeric field.

**Active**
This flag signals if this contact is active or not. If you uncheck the flag of this contact, they will not appear in pick lists of contacts (in creating Quotes etc.). This flag is defaulted on.

## 15.1.2 PHONE NUMBERS/INTERNET ADDRESSES

Clicking the list button allows you to select different field names if you wish to change them from the defaults. The choices are:




The following are the standard options for numbers you wish to store. If you click on the arrow you will be able to select other options.

**Office**
The customer's office number and extension. This is a 25 character alphanumeric field.

**Fax**
The customer's fax number and extension. This is a 25 character alphanumeric field.

**Mobile**
The customer's mobile number and extension. This is a 25 character alphanumeric field.

**Pager**
The customer's pager number and extension. This is a 25 character alphanumeric field.

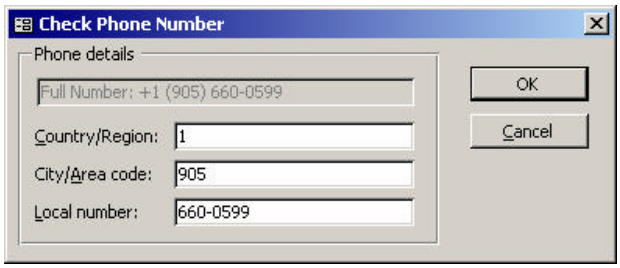
**E-Mail**
The customer's E-mail address. The text will turn blue.

**E-Mail Button**
Click this button to start your E-mail program and send an E-mail directly from Blue Link Solutions.

**Web Address**
The customer's web address. You do not need to type in the "http://" in front of it. It is a hyperlink field. If you click on it, your dial-up networking program will start in order to go directly to the customer's web site on the Internet.

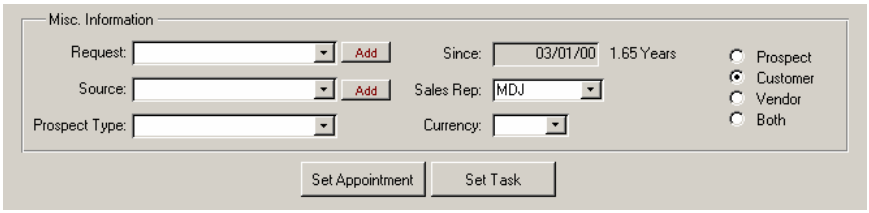
### *Check Phone Number*

Upon entering the contact's phone number, if the number of digits is not recognized as a North American phone number, the following "Check Phone Number" form will appear. This allows for formatting of international phone numbers.



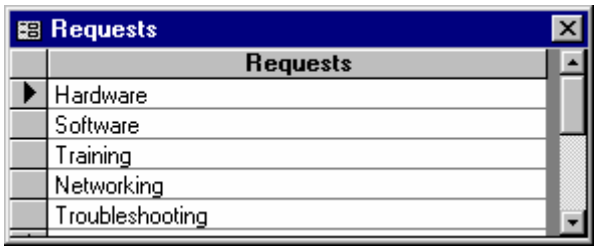

## 15.1.3 MISC. INFORMATION

This section allows you to choose the Prospect Request, Source, Class and the salesperson who is handling the prospect. Next to each of these fields, you will find **Add** buttons. Use these buttons to add specific criteria for the Source, Class and Request lookups.

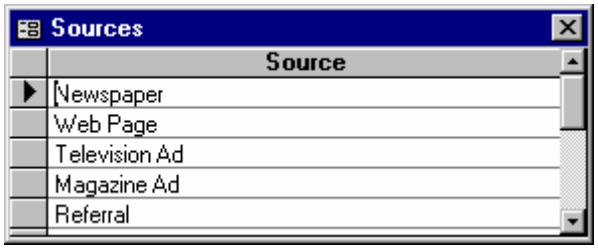



### *Requests*

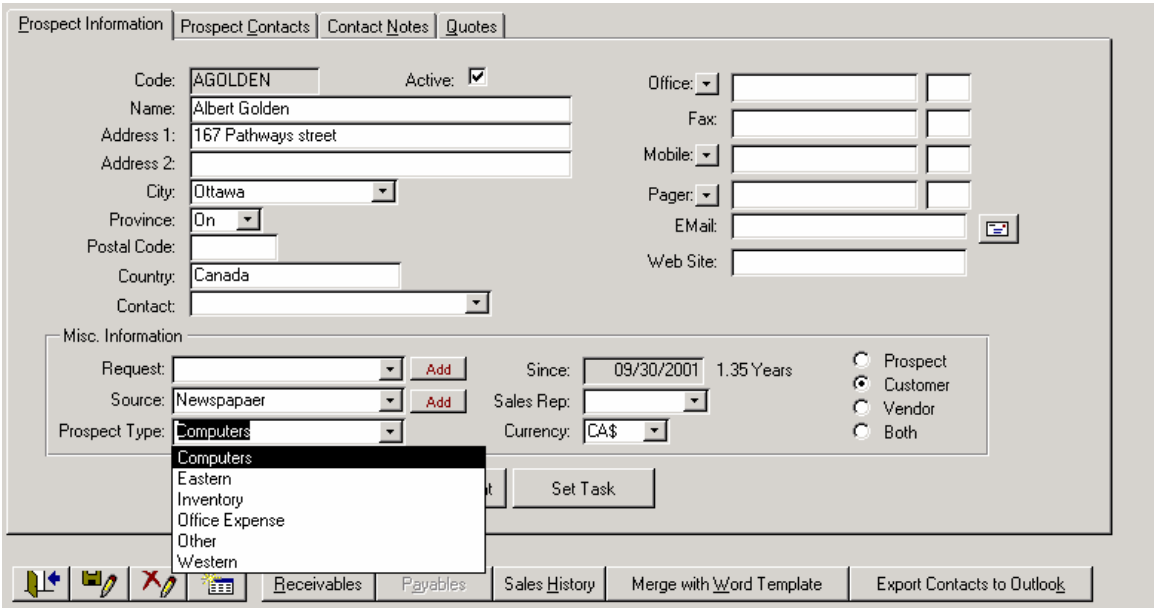
This section lets you record what the contact is interested in, or the kind of information they have **requested**. Select a request from the list or Add a new
one by clicking on the **Add** button and typing items into the list. Click the "X" to exit and save when you are done.



**Source**
This section lets you record how the contact heard about you, or their **source**. Select a source from the list or Add a new one by clicking on the **Add** button and typing items into the list. Click the "X" to exit and save when you are done.




**Prospect Type**
This section lets you record a class or category for the contact. Select a prospect type from the list




This is a field used as an additional means of grouping contacts for reports. For example, you might want to group all of your contacts who are wholesalers into a single report. Use this field to designate such a group. Choose a prospect type from the list box. The values for prospect types may be changed through **System Maintenance | System Master Lists | Terms / Types / RMA Reason Codes/ Other Lists.**

The Request, Source and Prospect Type must be entered in order for this contact to be included on the any Contact Reports.

**Since**
This is the date that the contact first came into your system. Type in an appropriate date in short date format.

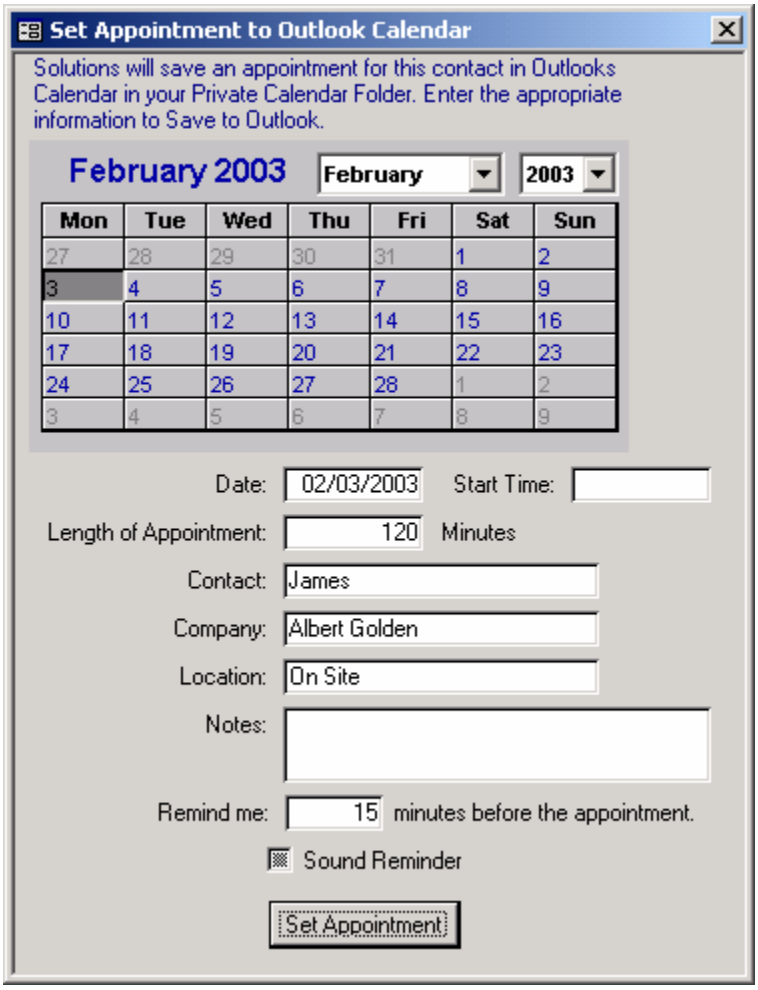
**Sales Rep**
Choose the salesperson who is responsible for this contact from the drop down list. The values for Salesperson list may be changed or added to through the Employee & Salesperson | Enter / Setup Salesperson.

**Status**
This section allows you to select why type of contact they are:

- ? Prospect – information remains in Contact Manager
- ? Customer – information will be copied to Accounts Receivable
- ? Vendor – information will be copied to Accounts Payable
- ? Both (Customer and Vendor)

### 15.1.4 SET APPOINTMENT

This function lets you save an appointment for this contact in Outlook's Calendar in your own Private Calendar Folder.


Set Appointment to Outlook Calendar
Solutions will save an appointment for this contact in Outlooks Calendar in your Private Calendar Folder. Enter the appropriate information to Save to Outlook.
February 2003
February
2003
Mon Tue Wed Thu Fri Sat Sun
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 1 2
3 4 5 6 7 8 9
Date: 02/03/2003
Start Time:
Length of Appointment: 120 Minutes
Contact: James
Company: Albert Golden
Location: On Site
Notes:
Remind me: 15 minutes before the appointment.
Sound Reminder
Set Appointment

**Calendar**
Select the month, year and then click on the day for the appointment.

**Date**
Click here and the date previous chosen in the Calendar will be displayed; otherwise, type a date in manually.

**Start Time**
Type a start time using the 24-hour clock method, i.e. 1:00pm = 13:00

**Length of Appointment**
Type the length of time the appointment should take **in minutes**, i.e. 1.5 hours = 90 minutes.

**Contact/Company**
This is automatically filled in for you.

**Location**
Type in a location where the appointment will be held.

**Notes**
Type any notes of which you need to be reminded.

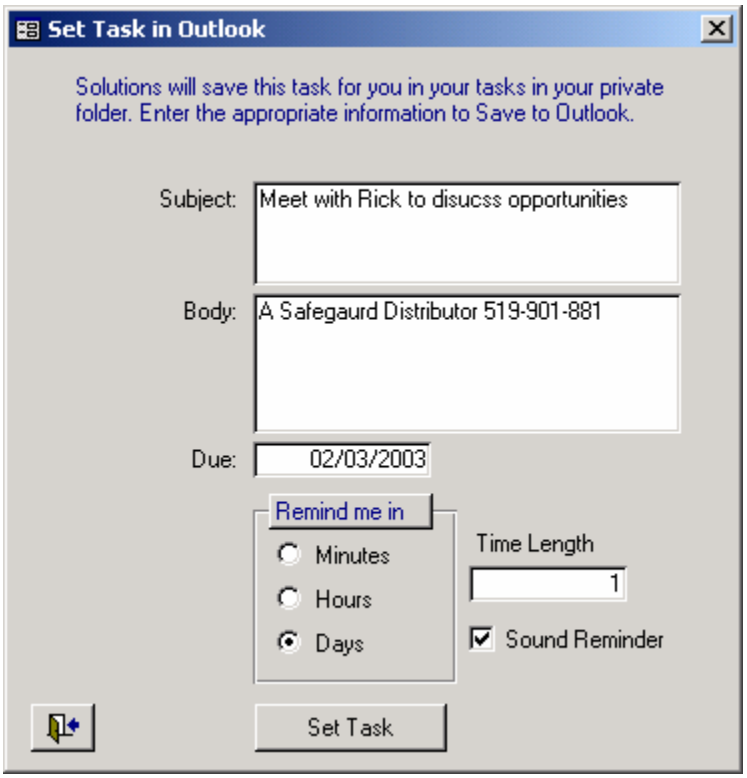
**Remind me**
Type the number of minutes prior to the appointment that you would like to be reminded.

**Sound Reminder**
If you wish to have an audible reminder, click this box.

**Set Appointment**
Click this button when you are finished filling in the information and Solutions will send the details to Outlook Calendar.

### 15.1.5 SET TASK

Solutions will save this task in your Private folder in Outlook.




**Subject**
Type a subject for this task.

**Body**
Type the details of this task.

**Due**
Type the date the task it due.

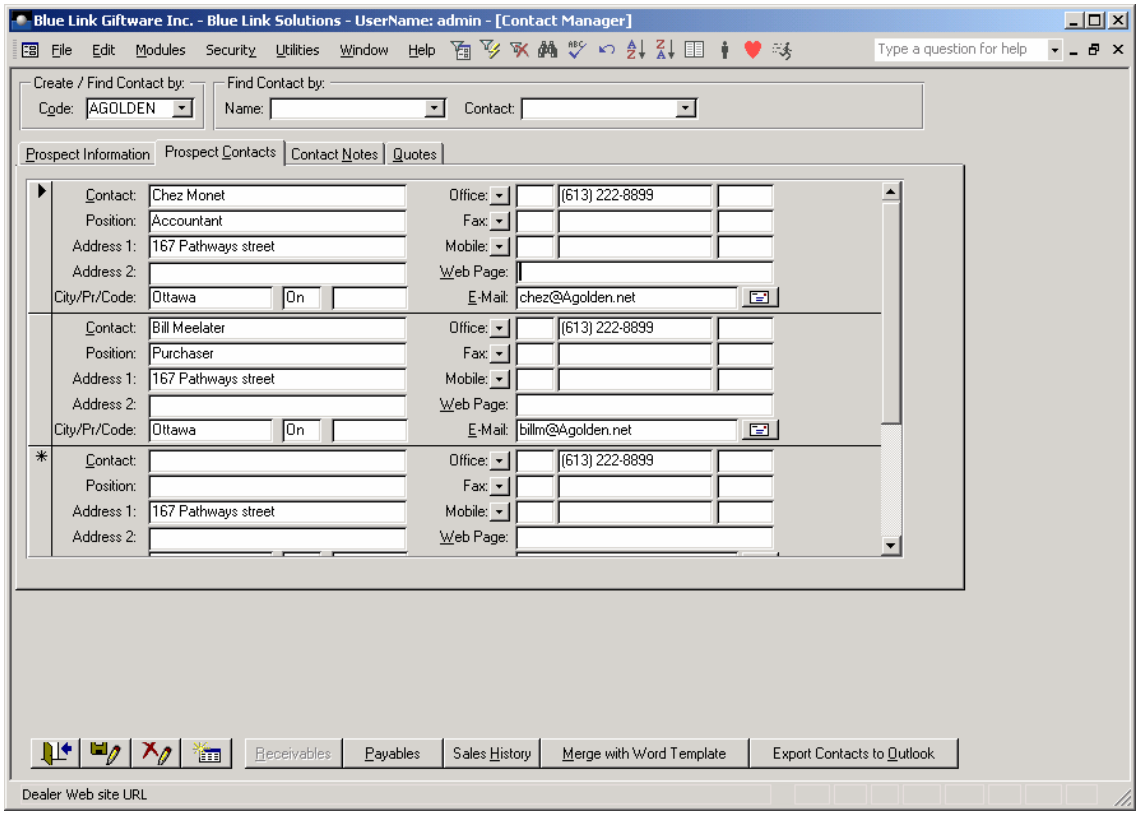
**Remind me in/Length of Time**
Select the time period, either minutes, hours or days and then type a number in the Length of Time field.

**Sound Reminder**
If you wish to have an audible reminder, click this box.

**Set Task**
Click this button when you are finished filling in the information and Solutions will send the details to Outlook Tasks.

## 15.1.6 PROSPECT CONTACT TAB

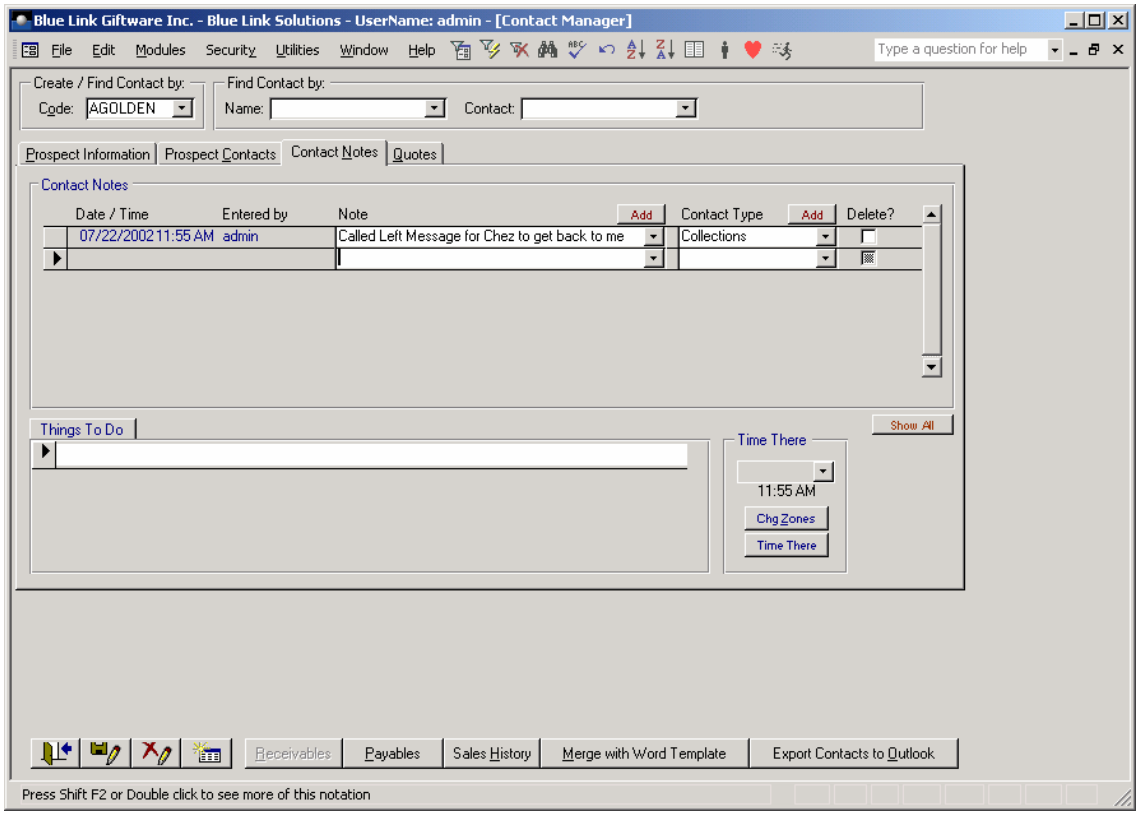
Clicking on this tab accesses a screen where you may enter more contacts for this Prospect. You may enter Contact Name, Position, Address, Phone Numbers and Extensions, and Internet Web Page address and E-Mail address. You can also send an E-mail directly to the contact by clicking on the E-Mail button.




| Note: | This tab integrates with the Multiple Contacts tab in Enter/ Edit Customer. Any entries there will be added here and any entries here will be entered there. |
|---|---|

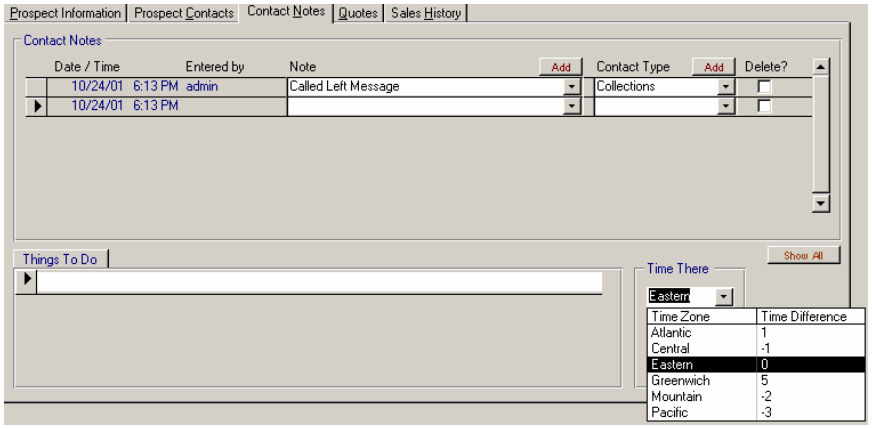
## 15.1.7 CONTACT NOTES

The Contact Notes tab allows you to enter conversational notes during your contact. The system will automatically time and date stamp the contact.




This screen allows you to enter notes for this customer. These are useful for tracking and resolving collection issues. All notes created include a date and time stamp, and record the login of the user who created them. Default notes (such as "Called to collect") can be created using the "Add" button and selected using the drop down list. You may also wish to classify the type of contact it was (Sales, Collections etc.) with the contact type field. There is also a flag to check if you wish the contact note to be deleted. When you run the contact notes purge routine under **Utilties | Contact Manager Maintenance | Purge Contact Notes**, these selected notes will be purged.

**Time There**




This screen allows you to maintain the actual time zone and time for the prospect. You can modify the time zones by pressing the **Chg Zones** button. The default settings are for Eastern Standard Time. By clicking on the arrow to the right of the display you get a list of various time zones. You may select the one in which your prospect is located.

To see the current time in the contact's time zone, click the "**Time There"** button.
Their time will display.

**Things To Do**
To Do Notes can be added for later recall. You may use this feature to remind yourself to send literature, information etc.

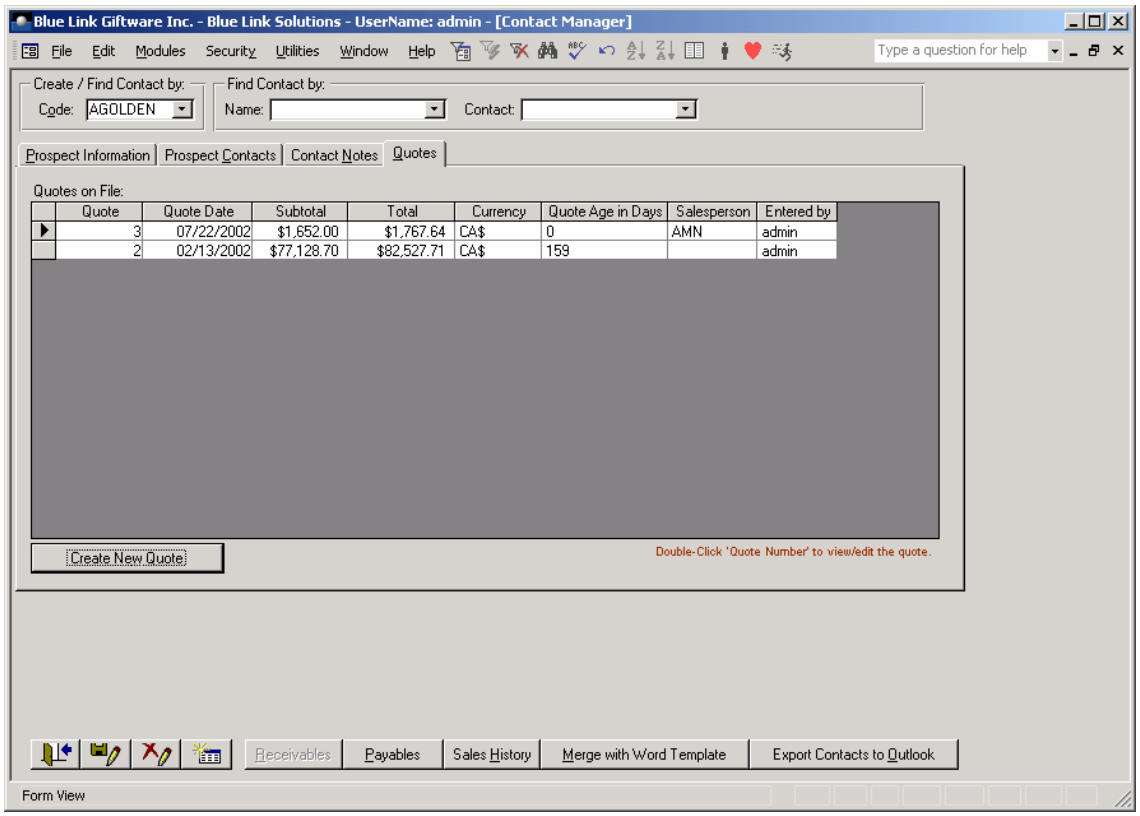
**Show All/Show Private Button**
This button limits the list of activities displayed.

## 15.1.8 QUOTES TAB

When you have a contact on the main Contact Manager screen, you may display all quotes on file for that contact by clicking on the **Quote** button.

| NOTE: | You should always refresh the Quotes list to ensure that you are viewing the most current list. To do this, press the **F9** key on the keyboard. |
|---|---|

The following screen is then displayed:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Contact Manager]
File Edit Modules Security Utilities Window Help
Type a question for help
Create / Find Contact by:
Code: AGOLDEN
Find Contact by:
Name:
Contact:
Prospect Information
Prospect Contacts
Contact Notes
Quotes
Quotes on File:
Quote | Quote Date | Subtotal | Total | Currency | Quote Age in Days | Salesperson | Entered by
3 | 07/22/2002 | $1,652.00 | $1,767.64 | CA$ | 0 | AMN | admin
2 | 02/13/2002 | $77,128.70 | $82,527.71 | CA$ | 159 | | admin
Create New Quote
Double-Click 'Quote Number' to view/edit the quote.
Receivables
Payables
Sales History
Merge with Word Template
Export Contacts to Outlook
Form View

**View/Change a Quote**
You may double click on the quote number column of any of the existing listed quotes in order to move directly to that quote.

**Adding a New Quote**
You may click on the **New** button if you wish to enter a new quote for the prospect. You will then be placed in the Quotes screen. See Section 15.2 - Enter/Edit Quotes for details on working in this screen.

The Quote system works just like the Sales Order Entry System with the following exceptions:

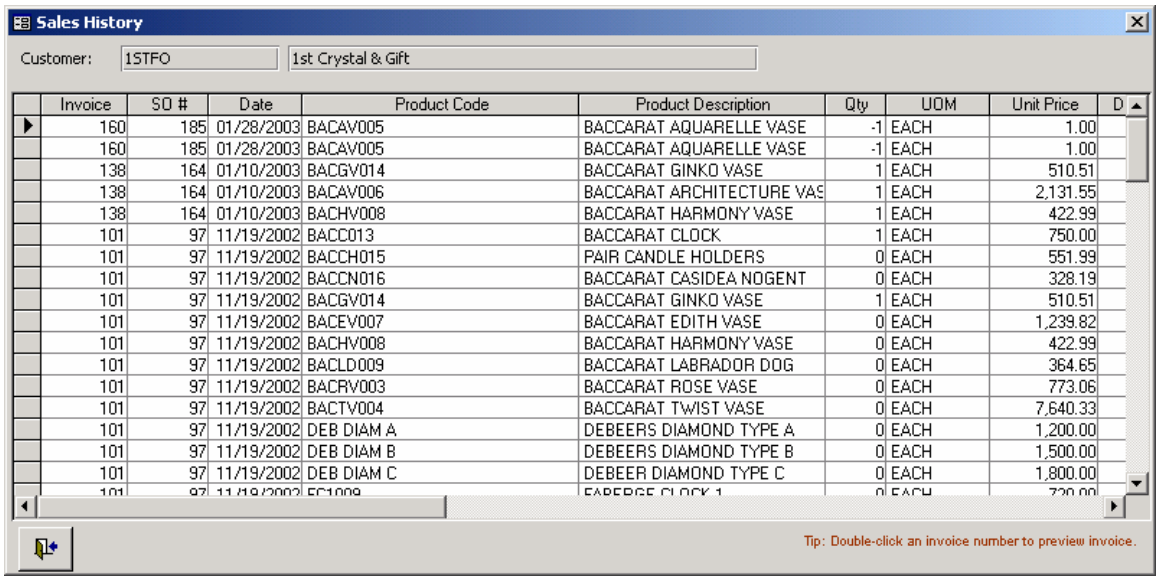
1. The quote is generated using the prospect file instead of the customer file.

2. When entering a quote for a prospect who is not a customer, the tax, currency and terms fields are not defaulted and will need to be entered if you wish the quote to be converted to a sales order. However, if the contact is already in the customer file then these fields are defaulted.

3. The quote can be converted to a sales order only after you convert the prospect to a customer.

## 15.1.9 SALES HISTORY BUTTON

This function allows you to review any history sales if this contact is also a Customer.

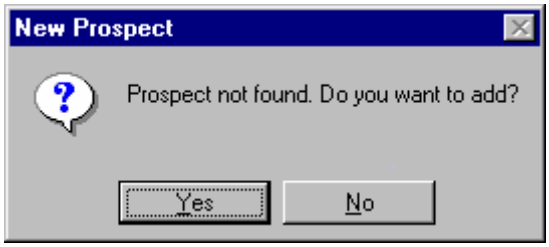



| Invoice | SO # | Date | Product Code | Product Description | Qty | UOM | Unit Price | D |
|---|---|---|---|---|---|---|---|---|
| 160 | 185 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 1.00 | |
| 160 | 185 | 01/28/2003 | BACAV005 | BACCARAT AQUARELLE VASE | -1 | EACH | 1.00 | |
| 138 | 164 | 01/10/2003 | BACGV014 | BACCARAT GINKO VASE | 1 | EACH | 510.51 | |
| 138 | 164 | 01/10/2003 | BACAV006 | BACCARAT ARCHITECTURE VAS | 1 | EACH | 2,131.55 | |
| 138 | 164 | 01/10/2003 | BACHV008 | BACCARAT HARMONY VASE | 1 | EACH | 422.99 | |
| 101 | 97 | 11/19/2002 | BACC013 | BACCARAT CLOCK | 1 | EACH | 750.00 | |
| 101 | 97 | 11/19/2002 | BACCH015 | PAIR CANDLE HOLDERS | 0 | EACH | 551.99 | |
| 101 | 97 | 11/19/2002 | BACCN016 | BACCARAT CASIDEA NOGENT | 0 | EACH | 328.19 | |
| 101 | 97 | 11/19/2002 | BACGV014 | BACCARAT GINKO VASE | 1 | EACH | 510.51 | |
| 101 | 97 | 11/19/2002 | BACEV007 | BACCARAT EDITH VASE | 0 | EACH | 1,239.82 | |
| 101 | 97 | 11/19/2002 | BACHV008 | BACCARAT HARMONY VASE | 0 | EACH | 422.99 | |
| 101 | 97 | 11/19/2002 | BACLD009 | BACCARAT LABRADOR DOG | 0 | EACH | 364.65 | |
| 101 | 97 | 11/19/2002 | BACRV003 | BACCARAT ROSE VASE | 0 | EACH | 773.06 | |
| 101 | 97 | 11/19/2002 | BACTV004 | BACCARAT TWIST VASE | 0 | EACH | 7,640.33 | |
| 101 | 97 | 11/19/2002 | DEB DIAM A | DEBEERS DIAMOND TYPE A | 0 | EACH | 1,200.00 | |
| 101 | 97 | 11/19/2002 | DEB DIAM B | DEBEERS DIAMOND TYPE B | 0 | EACH | 1,500.00 | |
| 101 | 97 | 11/19/2002 | DEB DIAM C | DEBEER DIAMOND TYPE C | 0 | EACH | 1,800.00 | |
| 101 | 97 | 11/19/2002 | FC1009 | FABERGE CLOCK 1 | 0 | EACH | 720.00 | |

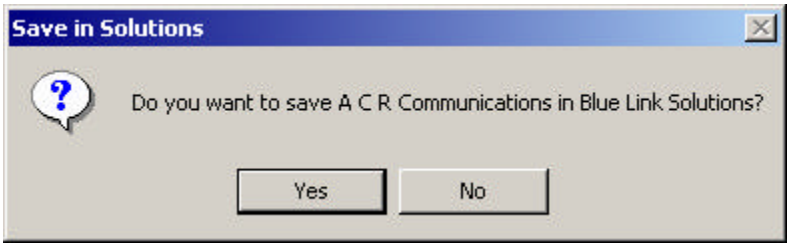
## 15.1.10 ENTERING A NEW PROSPECT

6. When the screen is first displayed, the cursor is located in the Code field. If it is not, then click the "New" button. Select to Search by Code.
7. Enter a new Contact Code (maximum 10 characters) and press <Enter>. Use codes that will help you identify customers in groups or alphabetical ranges for other operations in Blue Link Solutions. The following screen will be displayed:

| Note: | If the code you have entered matches that of an existing customer, you will be asked if you want to import the customer's information. If you say no, you will be able to create this prospect but it should be used as a vendor. |
|---|---|




1. Click Yes to add the new contact to the system; click No to cancel the request.
2. Continue by filling in the rest of the fields as appropriate.
3. When you are ready to save, click the "Save" button. The following screen will be displayed the first time.




4. Click Yes to save the new contact; click No to cancel the request.

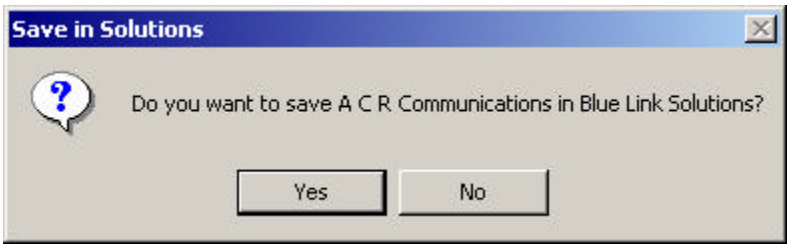
| Note: | You must answer **Yes** when asked if you want to save the record before the record will be permanently recorded in the contact manager. |
|---|---|

5. Add any first conversation notes in the notes window or enter to do's as necessary.
6. Set an appointment for later follow up by selecting the date on the calendar and double click on the date. Enter the time in the appropriate field as well if you desire.

## 15.1.11 CHANGING CONTACTS

If you need to change a contact's address or telephone number, or if some other important information has changed, find the existing contact record, performing one of the following operations:

1. Click the "New" button and select the Code from the Search drop down list
2. Once the contact's record is displayed, you may change any data, except the contact code.
3. Click the "Save" button; the following screen will be displayed:




4. Click Yes to save the customer record; click No to cancel the request.

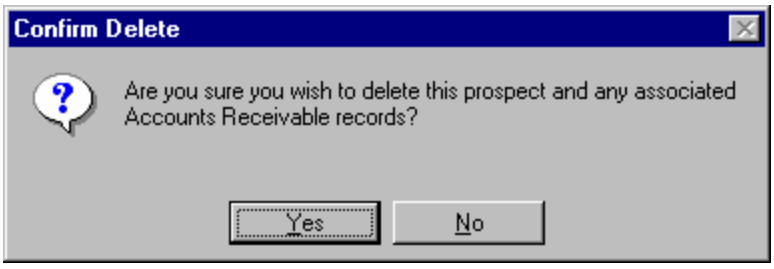
## 15.1.12 DELETING A CONTACT

When you delete a contact record, any associated Accounts Receivable or Accounts Payable records get deleted as well.

**Once it is deleted, the record cannot be recovered**. You will have to re-enter the contact if it is deleted in error.

To delete an existing record,

1. Display the contact record by click the "New" button and selecting them from the list.
2. Click the "Delete" button at the bottom of the screen or select Edit,
3. The following screen will be displayed if the customer can be deleted:



1. Click Yes to delete the contact from the system; click No to cancel the request.

## 15.1.13 MERGE WITH WORD TEMPLATE

When you click this button, it will merge the current contact's name and address with the Microsoft Word Document Template (initially is it "C:\Program Files\Blue Link\Solutions\Welcome.dot") specified in **System Maintenance | System Interface | Outlook and Word tab.**

Microsoft Word will open; the template will open and the data fields will be merged from the current Contact Manager screen and a letter will be displayed. You can change this letter before printing. Use Microsoft Word to save and print the letter.

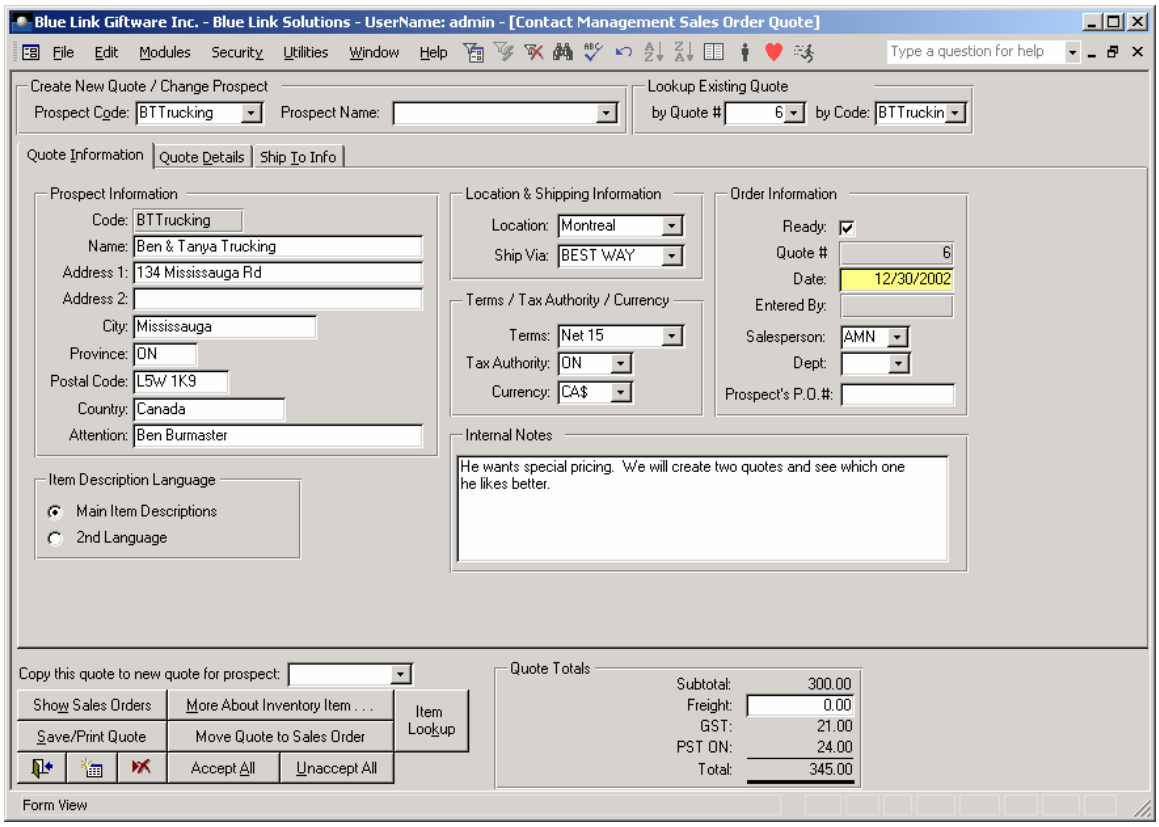
Click "OK" to clear the screen and return to the Explorer Menu menu.

## 15.1.14 EXPORT CONTACTS TO OUTLOOK

When you click this button you will be asked to save all of your contacts in outlook. Blue Link Solutions will save the contacts to the folder specified in **System Master | System Interface | Outlook and Word tab.** If you have Microsoft Exchange Server you may save to a Public Folder.

# 15.2 Enter/Edit Quotes

You can enter a quote for the prospect by either selecting the **Quote** button on the lower button bar in the contact screen or by selecting options and **Enter/Edit Quote** from the menu bar above. The following screen will be displayed:




Entering a quote in the Contact Manager is identical to the Sales Order Quote system. You can print a quote and recall it later using the recall button to the right of the Bill To Lookup. In addition, you can move a quote to a sales order once the prospect becomes a customer. Once you move the quote to sales order you will be asked if you want to delete the quote.

## 15.2.1 QUOTE INFORMATION

### *Prospect Information*

**Name**
Default entries from the contact record (created in **Enter/Change Contact Information**).

**Address 1**
Default entries from the contact record (created in **Enter/Change Contact Information**).

**Address 2**
Default entries from the contact record (created in **Enter/Change Contact Information**).

**City**
**Province/State/County**
**Postal Code/Zip Code**
Default entries from the contact record (created in **Enter/Change Contact Information**).

**Attention**
The person to whose attention this order should be addressed, with a default defined from the **Contact** field in the contact record. If you print shipping labels, this information will automatically be printed on the label.

**Main Item Description vs. Second Language**
Specify whether the description entered for items on this quote should appear using the primary or second language description.

## *Location & Shipping Information*

**Location**
The location of the specific inventory items being processed on this order.

**Ship Via**
The method of shipment. This is a 15 character alphanumeric field. This field will default to the value set up in **System Master Lists | Shipping Related.**

## *Terms / Tax Authority / Currency*

**Terms (Required)**
Chosen from a pop-up menu, with a default entry from the contact record highlighted.

**Tax Authority**
Enter the tax authority under which you normally charge this contact. This is defaulted from the contact record.

**Currency**
The currency you use when dealing with this contact. This field is defaulted from the contact file.

## *Order Information*

**Ready**
If you want all line items on this sales order to be invoiced and shipped from units on hand, check this box. Clearing the check from the box reserves inventory items from units on hand, and will not release them to be invoiced or shipped until you return to the screen and change the check this box.

**Quote #**
This is automatically assigned by the system.

**Date**
This is the date of the quote.

**Entered By**
The person who entered the order based on their login name.

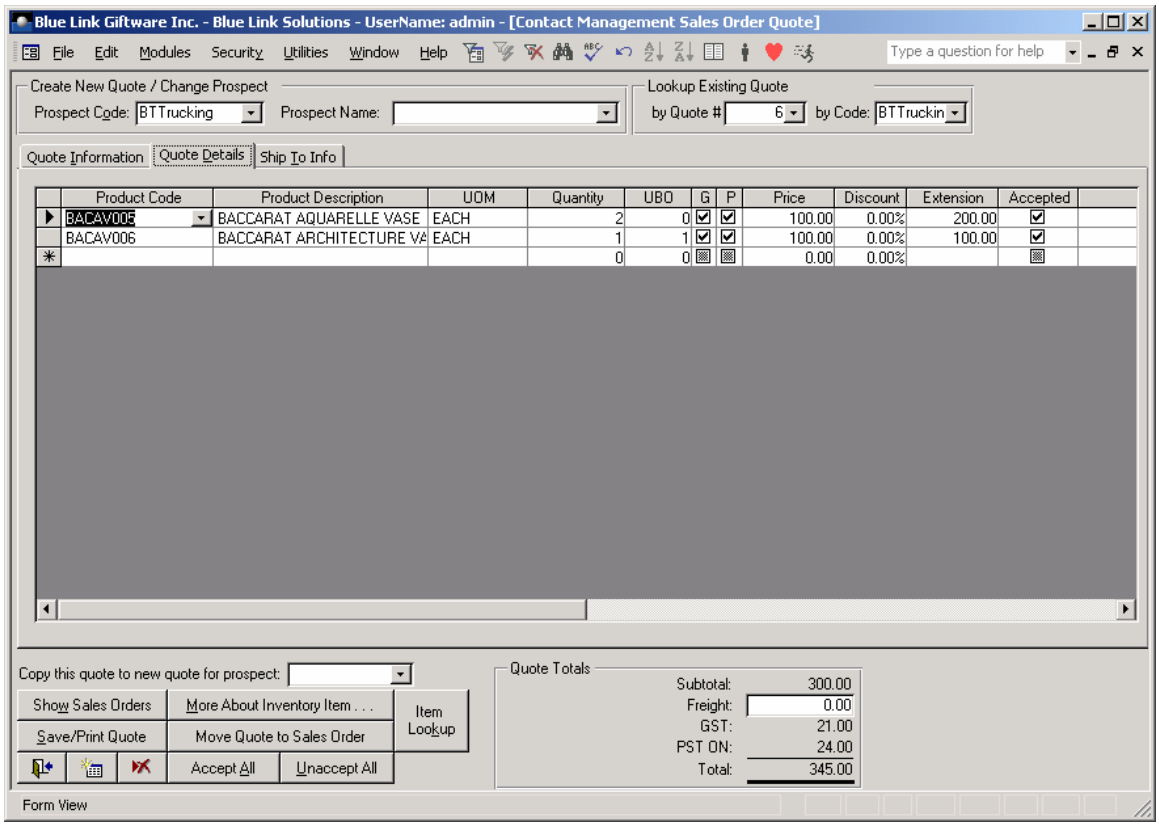
**Salesperson**
An employee code for the salesperson on this sales order. This is a three character numeric field. This field will default to the sales person number associated with this contact in **Enter/View Prospect**.

**Dept**
If you are using G/L departments, this field allows optional entry of a G/L Department Code to post the sales to a specific department set up in your Chart of Accounts.

**Prospect's P/O #**
If the contact has given you a P/O number, enter that number here.

**Internal Notes**
Enter internal notes for this order. These will transfer to the Sales Order.

## 15.2.2 QUOTE DETAILS




**Product Code (required)**
The inventory product code for the line item. Inventory product codes are set up in **Enter/Change Inventory Information**. You can select from a list of inventory items or you can type in a product code.

**Product Description**
The inventory product description is displayed. You can change the description for this particular sales order.

**UOM**
If you are using the Unit of Measure feature, select the Unit of Measure applicable for this quote.

**Quantity (required)**
The number of units ordered. This is a numeric field.

**G**
Check this box if the product attracts GST.

**P**
Check this box if the product attracts PST.

**UBO**
If you would like to place items on Backorder when they are transferred to Sales Order then enter the quantity here.

| | |
|---|---|
| Note: | Quotes do not commit inventory nor does it check to see if there is sufficient quantity on hand. Therefore units will only go into the UBO field if you physically place the quantity there. However, when this quote is converted to a Sales Order the quantity on hand is checked and units will go on backorder if there is not sufficient quantities on hand. |

**Price (Required)**
The unit price for this customer. You are offered a default price from the inventory file, using the price matrix level associated with the price level in the customer record.

**Disc**
The percentage discount used to create the unit price for this line item (if you have set up a percentage-based price matrix for this inventory item). If there is no price matrix set up or if pricing is based on a volume discount, 0% will be displayed. You can also enter or change a discount for a line item here.

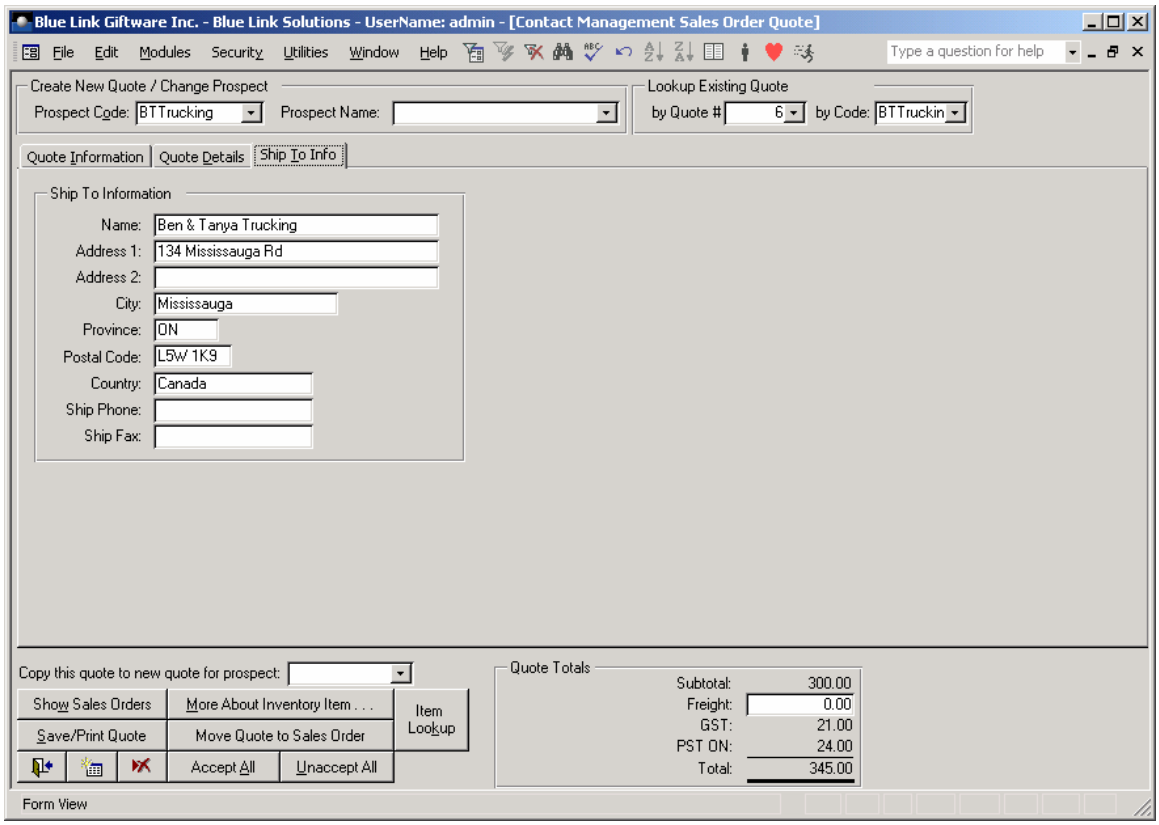
**Extension**
The cost to the customer with respect to the quantity of line items with discounts included.

**Accepted**
This check box is used to select which items on the quote were accepted by the customer. Whichever items are checked will be transferred to the Sales Order. Use the "Select All" button to check all of the items, if all or most were accepted.

**Extended Notes**
These are extra notes that can be added on the fly and they will print on the Sales Quote.

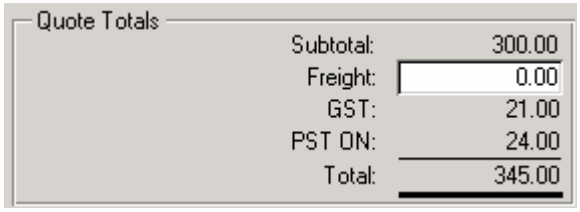
### 15.2.3 SHIP TO INFO

Enter the ship to information relating to this order.




## 15.2.4 TOTALS SECTION

This section displays the various subtotals for the Sales Order.




**Subtotal**
The subtotal amount for the sales order for all on-hand, ready-to-ship items (calculated automatically and displayed as a running subtotal).

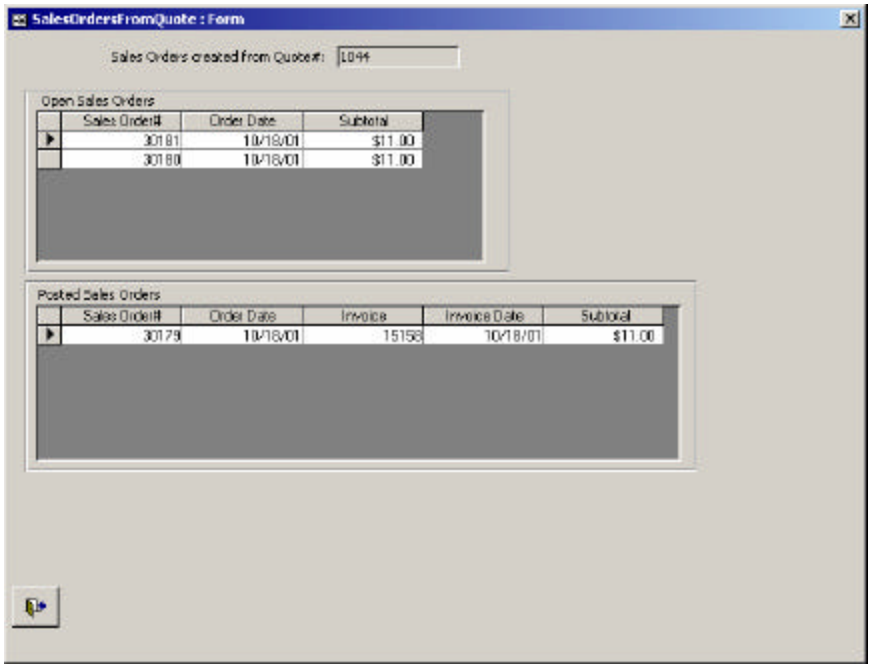
**Freight**
The freight charged for this sales order. You should type the freight amount in this field before saving the sales order.

**GST/PST**
The amount of tax for this sales order (calculated automatically when you leave the details section of the screen, or when you save the sales order).

**Total Sales**
The total sales value of the Sales Order, excluding freight and taxes, but including backorder value.

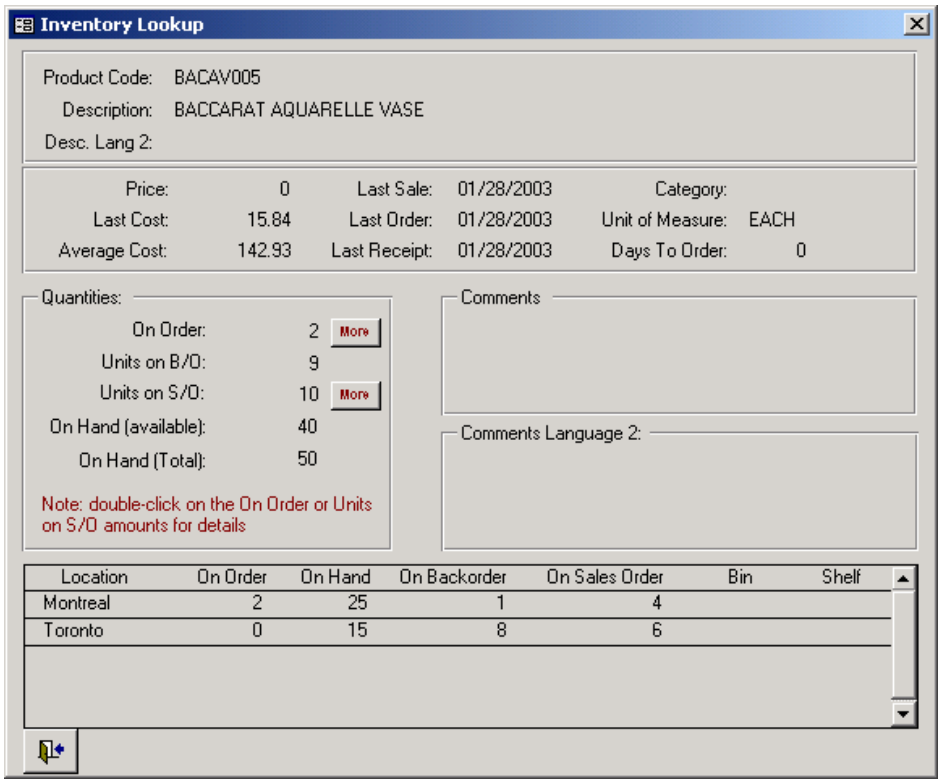
### 15.2.5 SHOW SALES ORDERS

This form shows all of the sales orders which were generated by this quote. If you keep a persistent quote open, this feature is a handy reference. You can view open sales orders and posted sales order which relate to this quote.




### 15.2.6 MORE ABOUT INVENTORY BUTTON

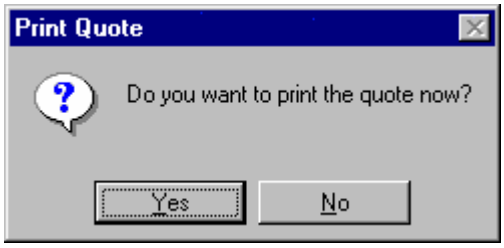
When you are on a selected product code on the quote, clicking this button will access an inventory summary screen for this item. The information provided is the product code, description, units of measure, last sales date, last order and receipt dates, last cost, average cost and price, the category, days to order and bin and shelf location. You are also shown location and quantity of the items on hand, on order, on backorder and on sales order.



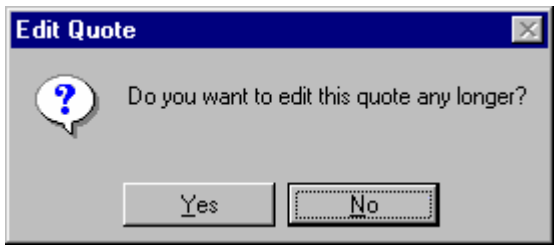

Click the OK button to exit this screen and return to the previous screen.

## 15.2.7 SAVE/PRINT

Clicking on this button saves the sales quote and allows printing of the sales quote. The following screen will appear when you press **Save/Print**:



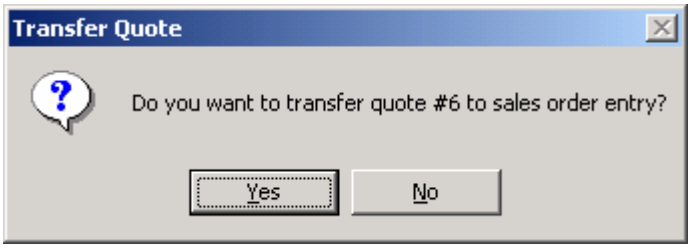

Click Yes to print the Sales Quote (see details later in this chapter); click No, and the following screen displays.



Click Yes and you may continue to edit the Sales Quote. Click No, and the Sales Quote is saved and the screen is cleared.

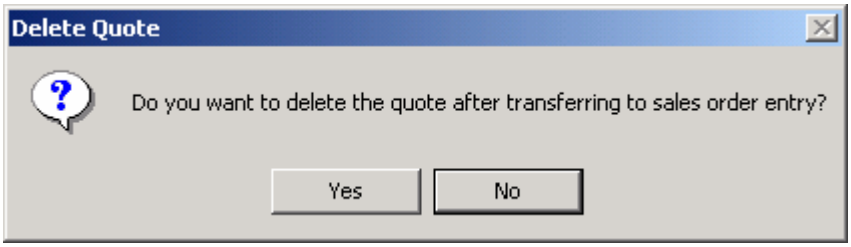
### 15.2.8 MOVE QUOTE TO SALES ORDER

When you are ready to make the quote an actual sales order, click the "Move Quote to Sales Order" button. The following screen will be displayed:




Click Yes to transfer the quote to a sales order; click No to cancel the request.

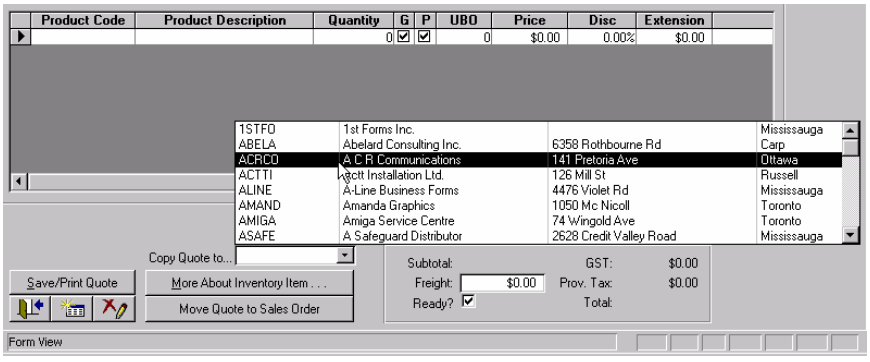
You will also be asked if you want the quote deleted after moving this quote to sales order.



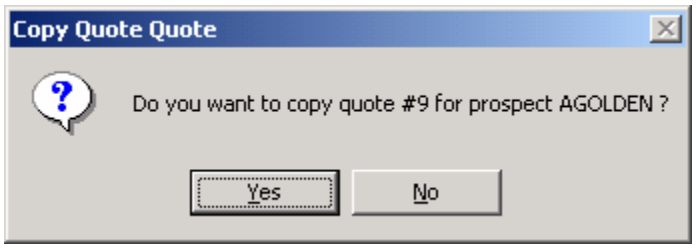

You will be placed in the Sales Order screen with the details already fill in from the quote. Complete the sales order. For more details on completing the sales order screen, see Section 14.2 – Enter/Change Sales Orders.

### 15.2.9 COPY QUOTE TO ANOTHER CONTACT

If you would like the option to copy the same quote to another prospect then select the "Copy Quote to…" drop down box and select the prospect.



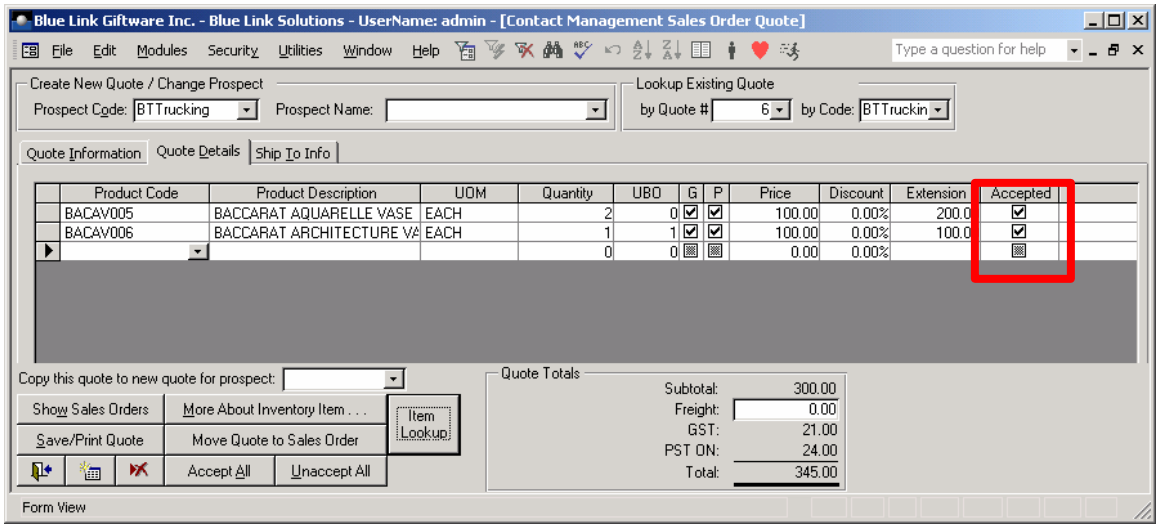

You will then be asked to verify that you want to copy this quote to another prospect.




This new quote will then be assigned the next available quote number and will be an open quote for this prospect.

## 15.2.10 SELECT ALL AND UNSELECT ALL

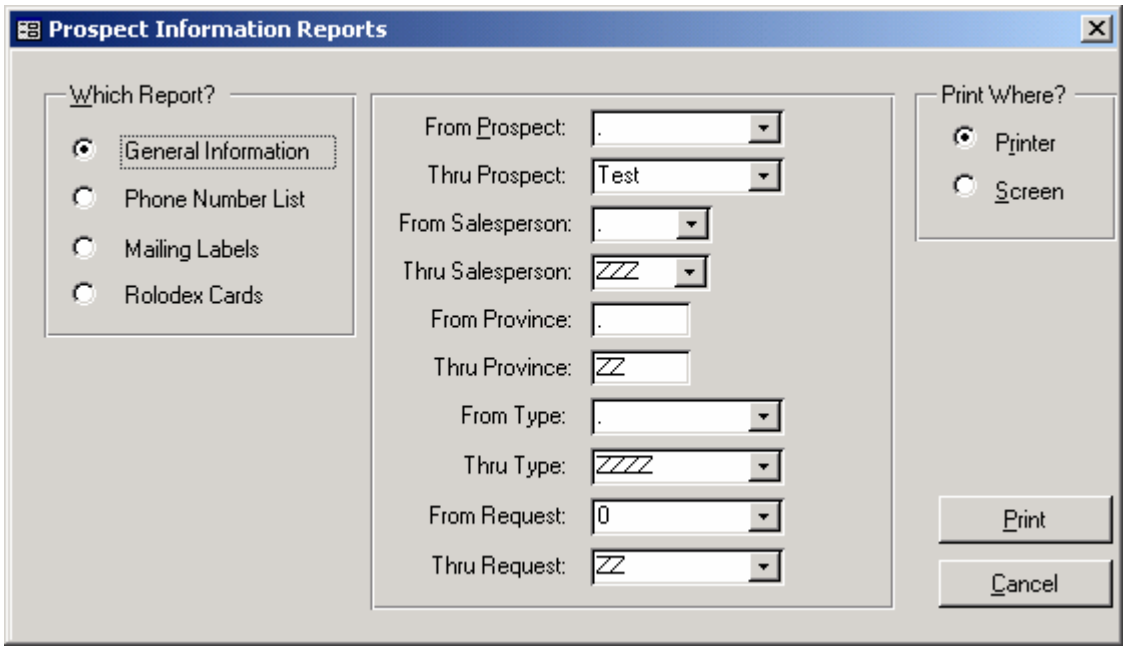
These buttons are for quickly checking or unchecking Accepted field on the order details section. Each item that you want transferred must be selected to be transferred to sales order. The customer may partially accept the quote and therefore only a portion of the items will be selected.



# 15.3 Enter / View Contact Types

Use this screen to enter all of your types of contact notes. These will then be available on the contact notes tab of Contact Manager, Accounts Receivable, and Accounts Payable.

# 15.4Print Prospect Report




**Which Report?**

General Information - details company name, contact, address, city, province/state/county and code.

Phone Number List - details company name, contact, phone, fax, mobile or pager - the main telephone numbers from the Contact Manager main screen.

Mailing Labels - prints the information on standard mailing labels and you may select between “1 across tractor” labels or “3 across laser” labels.

See the section on mailing labels for more details.

Rolodex Cards - prints the information on standard Rolodex cards.

**From/Thru Prospect**

Select the prospects to include in your report from the drop down lists.

**From/Thru Salesperson**

Select the salespersons to include in your report from the drop down lists.

**From/Thru Class**

Select the classes to include in your report from the drop down lists.

**From/Thru Request**

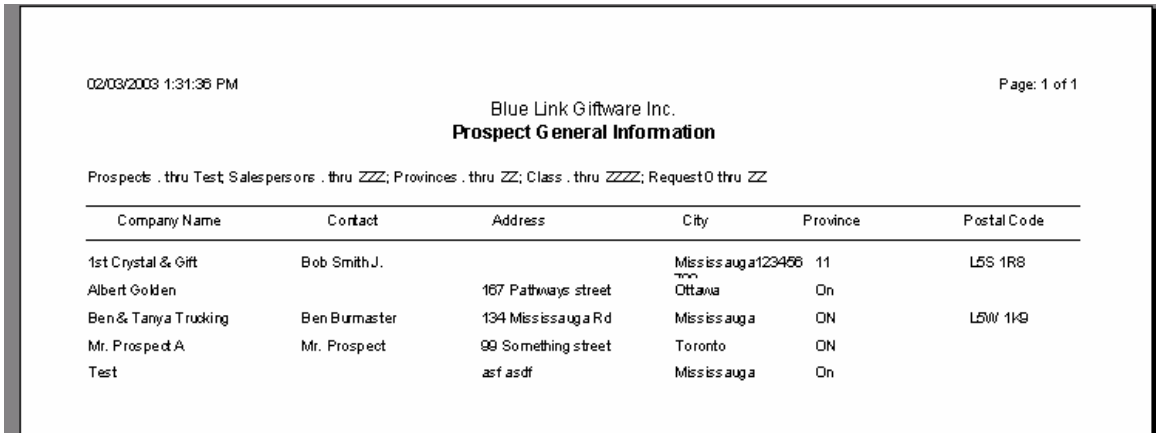
Select the requests to include in your report from the drop down lists.

**Print Where?**

You may select for the report to be printed to the printer or to be previewed on screen. Click the “Print” button to send it to the printer or the screen or the “Cancel” button to cancel the request.

## 15.4.1 SAMPLE PROSPECT REPORTS

Prospect General Information



02/03/2003 1:31:36 PM Page: 1 of 1

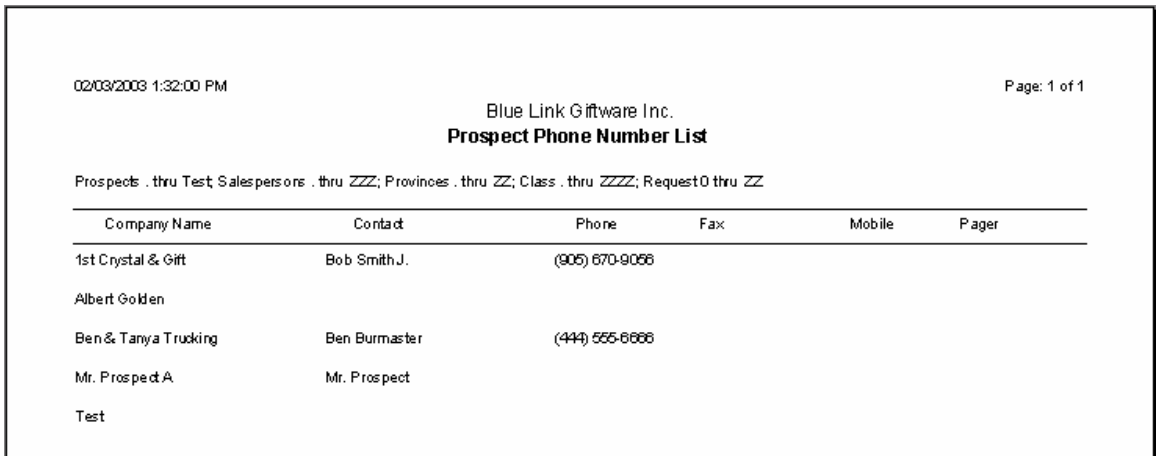
Blue Link Giftware Inc.

**Prospect General Information**

Prospects . thru Test; Salespersons . thru ZZZ; Provinces . thru ZZ; Class . thru ZZZZ; Request 0 thru ZZ

| Company Name | Contact | Address | City | Province | Postal Code |
|---|---|---|---|---|---|
| 1st Crystal & Gift | Bob Smith J. | | Mississauga123456 | 11 | L5S 1R8 |
| Albert Golden | | 167 Pathways street | Ottawa | On | |
| Ben & Tanya Trucking | Ben Burmaster | 134 Mississauga Rd | Mississauga | ON | L5W 1K9 |
| Mr. Prospect A | Mr. Prospect | 99 Something street | Toronto | ON | |
| Test | | asf asdf | Mississauga | On | |

Prospect Phone Number List



02/03/2003 1:32:00 PM Page: 1 of 1

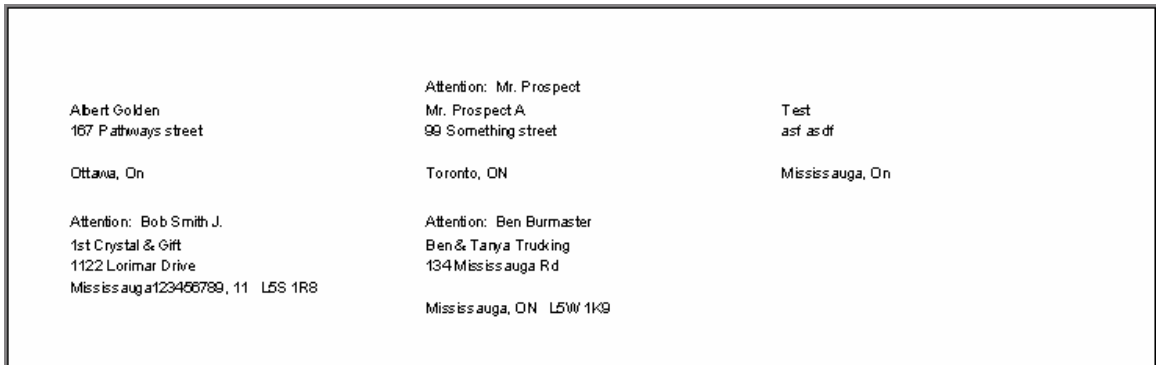
Blue Link Giftware Inc.

**Prospect Phone Number List**

Prospects . thru Test; Salespersons . thru ZZZ; Provinces . thru ZZ; Class . thru ZZZZ; Request 0 thru ZZ

| Company Name | Contact | Phone | Fax | Mobile | Pager |
|---|---|---|---|---|---|
| 1st Crystal & Gift | Bob Smith J. | (905) 670-9056 | | | |
| Albert Golden | | | | | |
| Ben & Tanya Trucking | Ben Burmaster | (444) 555-6666 | | | |
| Mr. Prospect A | Mr. Prospect | | | | |
| Test | | | | | |

Mailing Labels (3 across)



Albert Golden
167 Pathways street

Ottawa, On

Attention: Bob Smith J.
1st Crystal & Gift
1122 Lorimar Drive
Mississauga123456789, 11 L5S 1R8

Attention: Mr. Prospect
Mr. Prospect A
99 Something street

Toronto, ON

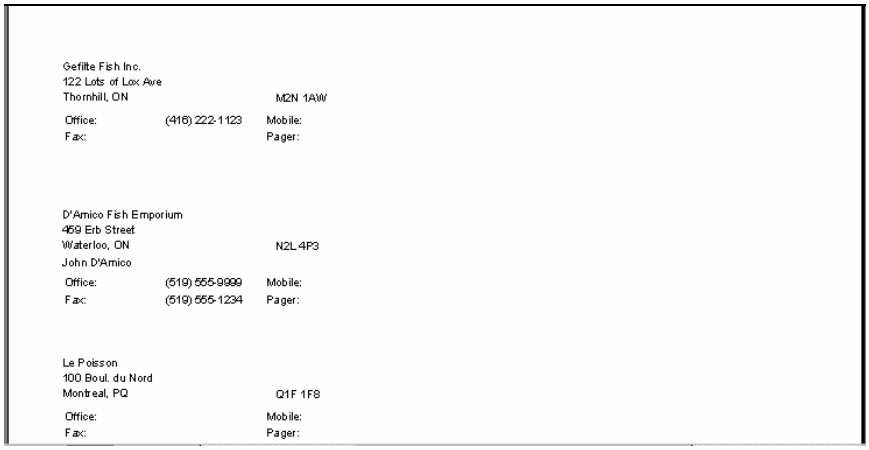
Attention: Ben Burmaster
Ben & Tanya Trucking
134 Mississauga Rd

Mississauga, ON L5W 1K9

Test
asf asdf

Mississauga, On

Rolodex Cards



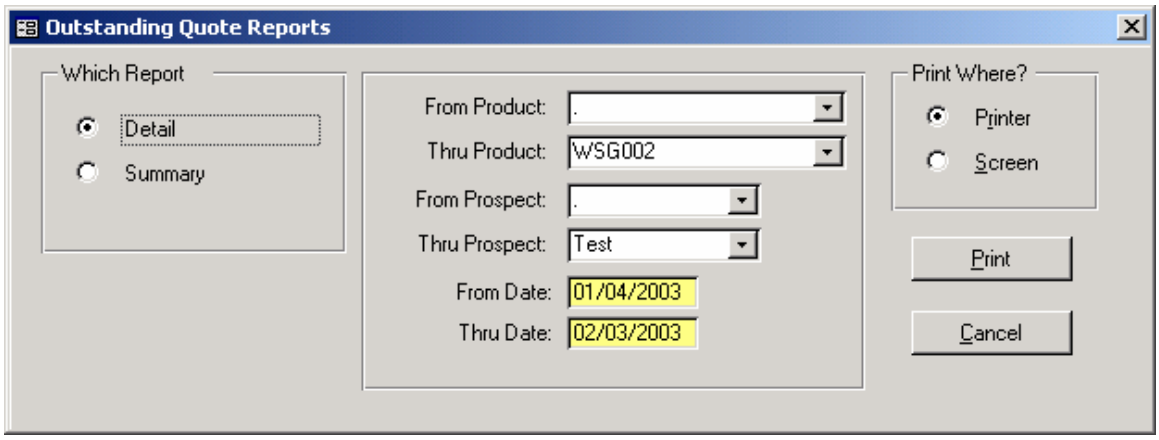
Gefilte Fish Inc.
122 Lots of Lox Ave
Thornhill, ON M2N 1AW
Office: (416) 222-1123 Mobile:
Fax: Pager:

D'Amico Fish Emporium
459 Erb Street
Waterloo, ON N2L 4P3
John D'Amico
Office: (519) 555-9999 Mobile:
Fax: (519) 555-1234 Pager:

Le Poisson
100 Boul. du Nord
Montreal, PQ Q1F 1F8
Office: Mobile:
Fax: Pager:

# 15.5 Outstanging Quote Reports

View which quotes are outstanding from a particular date range. Use this report as a list to follow-up on leads which are still open.




Quote Detail Report

10/25/2001 8:10:21 PM Page: 1 of 1

Test Company #2

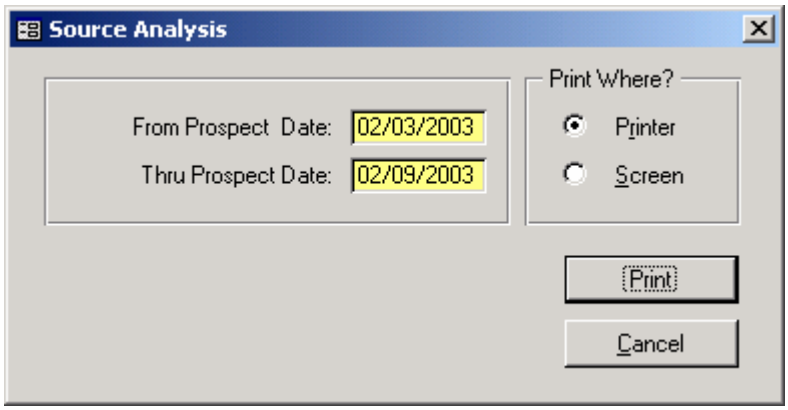
**Quote Detail Report**

Products : thru WT-Pencils (Pacific) 50; Customers : thru YORKU; between 1/1/2000 and 12/31/2000

| Customer | Name | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Product Code | | Product Description | Quote Number | Quantity | UBO | Price | Disc% | Total |
| ACRCO | A C R Communications | | | | | | | |
| BM-BlackToner Cartridge | | BM-BlackToner Cartridge | 1006 | 1 | 0 | $25.89 | 0.00% | $25.89 |
| | | | | | **Customer Total:** | | | $25.89 |
| ACTTI | Actt Installation Ltd. | | | | | | | |
| BM-BlackToner Cartridge | | BM-BlackToner Cartridge | 1001 | 11 | 0 | $11.00 | 0.00% | $121.00 |
| BM-Copier HP170 | | BM-Copier HP170 | 1001 | 1 | 0 | $399.99 | 0.00% | $399.99 |
| BM-Copier Xerox XD120F | | BM-Copier Xerox XD120F | 1001 | 1 | 0 | $10.00 | 0.00% | $10.00 |
| BM-Copier-Canon430 | | BM-Copier-Canon430 | 1001 | 0 | 0 | $299.99 | 0.00% | $0.00 |
| BM-Drum Cartridge | | BM-Drum Cartridge | 1001 | 1 | 0 | $199.99 | 0.00% | $199.99 |
| | | | | | **Customer Total:** | | | $730.98 |
| | | | | | **Report Total:** | | | $756.87 |

# 15.6 Source Analysis Report

The source analysis report gives you the may be sorted by prospect date and invoice date and details the source of the prospect, the number of leads (from that source), the number of sales (generated from that source), the Total and Average Sale and the Close Ratio for that source



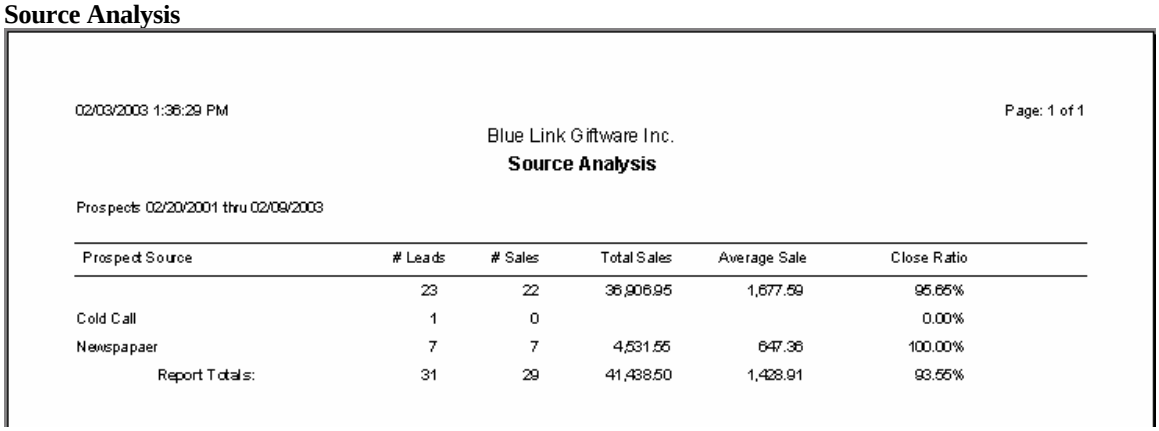

**From/Thru Prospect Date**
Type in the From/Thru Prospect "Since" dates

**From/Thru Invoice Date**
Type in the invoice dates for the report.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## 15.6.1 SAMPLES OF SOURCE ANALYSIS REPORTS

**Source Analysis**



02/03/2003 1:36:29 PM Page: 1 of 1

Blue Link Giftware Inc.

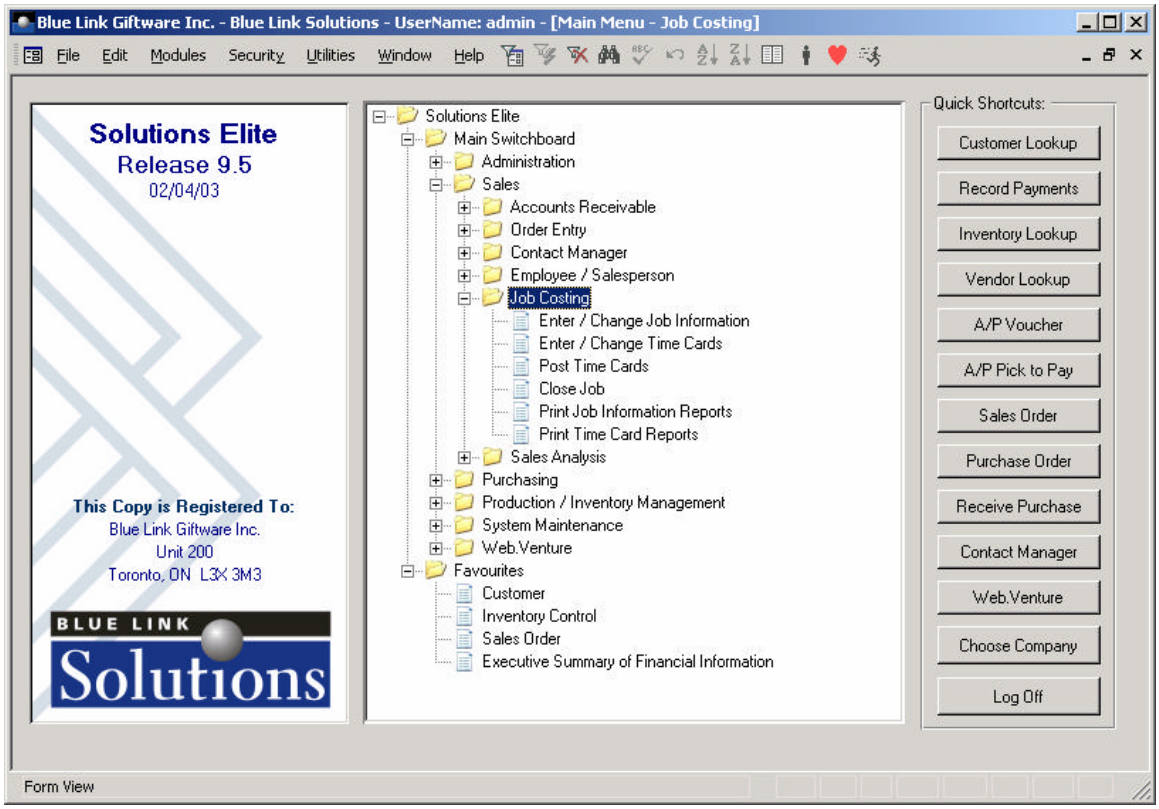
**Source Analysis**

Prospects 02/20/2001 thru 02/09/2003

| Prospect Source | # Leads | # Sales | Total Sales | Average Sale | Close Ratio |
|---|---|---|---|---|---|
| | 23 | 22 | 36,906.95 | 1,677.59 | 95.65% |
| Cold Call | 1 | 0 | | | 0.00% |
| Newspapaer | 7 | 7 | 4,531.55 | 647.36 | 100.00% |
| Report Totals: | 31 | 29 | 41,438.50 | 1,428.91 | 93.55% |

# 16: Job Costing

The Solutions Job Cost Management System provides job estimating and cost tracking capabilities. Access Job Costing through **Sales | Job Costing**.




This versatile Job Cost Management System is fully integrated with all Blue Link Solutions functions, but you may optionally run the system "stand-alone" for ease of installation and use. The Solutions Job Cost Management System combines sophisticated job management features with the flexibility to customize the system to your requirements.

# 16.1 Set-up Notes

With the Solutions Job Cost Management system, you'll be able to know what the job cost you and if you really did come in under budget. The summary information from previous jobs will be an invaluable asset when estimating new jobs. The flexibility of running either standalone or integrated with full accounting functions is the icing on the cake. You can even start out stand-alone and when you gain confidence switch to an integrated system. Everything looks and runs the same; lessons learned in one section transfer to another.

The first step is to consider how "integrated" you want your job management to be with the accounting functions within Blue Link Solutions.

1. The "integrated" approach will mean that you will use the Purchase Order and Accounts Payable functions to enter your materials and subcontractor costs, the Sales Order and Accounts Receivable functions to enter your billings and receipts, and the payroll functions to enter your labour costs. All of these transactions are identified by the appropriate job information and automatically update your job records. Because this method makes use of a General Ledger that coordinates and confirms that your transactions are in balance, you will have a detailed audit trail for all your transactions. You will be able to produce accurate financial statements based on the information in your system. You may also use this method without having a formal inventory system. If so, you would use A/P vouchers rather than purchase orders to charge the materials you order to a job.

2. The "standalone" approach means that you are not using the various accounting functions in the base product. Instead, you will use the job transactions option within the Job Cost Management module to enter your billings, receipts, labour, etc. This approach means that you do not have to "balance" against a General Ledger and will require fewer steps to get started. Your job records will be accurately recorded on a per-job basis, but you will not be creating the overall summary information that is used to create accurate financial statements about the overall health of your business. If you choose this approach you need only one General Ledger Account. You may enter customers at the beginning or whenever you enter a job or estimate for one not in the file.

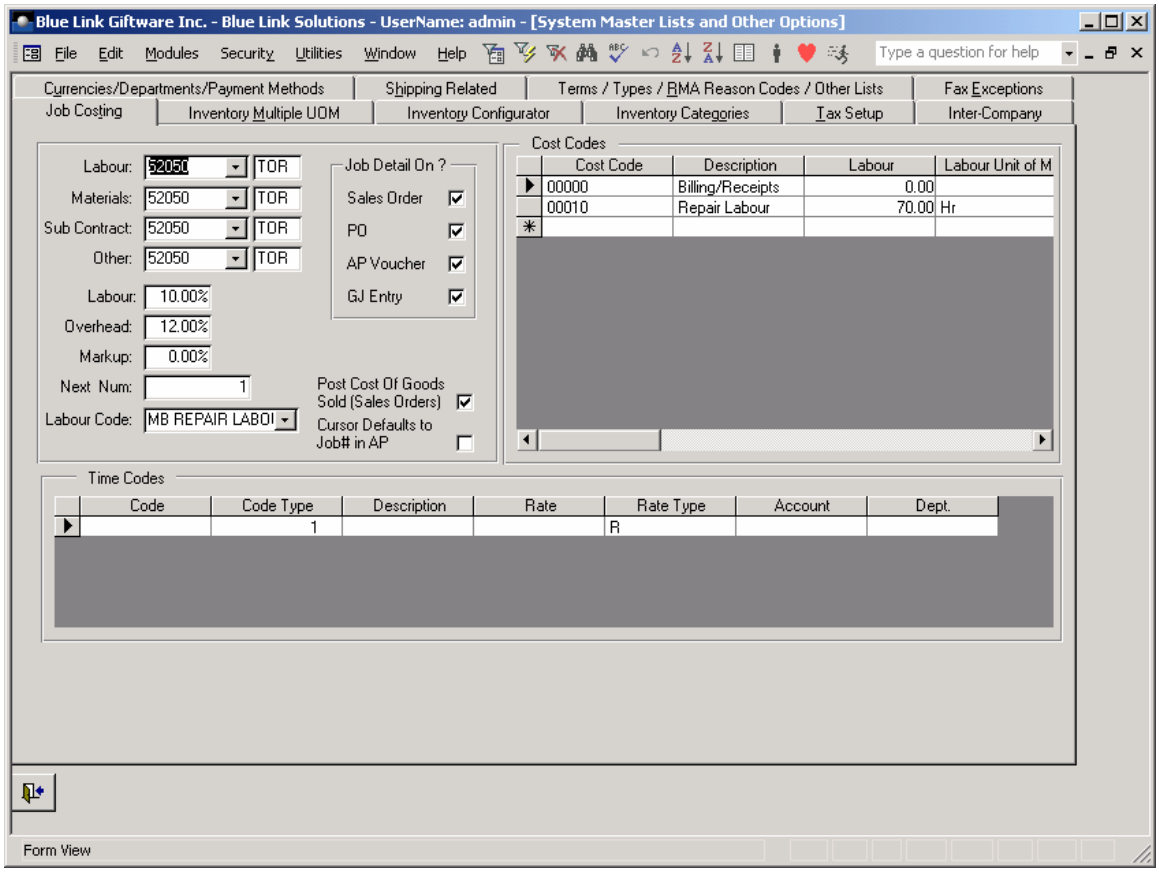
You can start with the "standalone" approach and later set up the necessary information to get started with the integrated approach; however, because of the way the transactions are handled, you should make this change at the start of a job.

If you are starting with the standalone approach and later find you want to use another function (such as adding inventory control or payroll information), return to the startup procedure discussed here and follow the steps for the "integrated" approach.

The next three sections deal with initial information, which you will need to set up before you start entering jobs.

# 16.2 Maintain Job Cost Defaults

This screen allows you to enter default information to be used in the Job Costing module. You get to this screen from: **System Maintenance | System Master Lists | Job Costing tab**




See Chapter 6.3.6 - Job Costing for a detailed description of the default setup options and process.

In summary, you enter G/L accounts to default for Labour, Materials, Sub Contract and Other costs. You may enter Labour and Overhead "burden" percentages, which will be added to cost estimates on various reports in order to factor these indirect costs into overall job costing.

You may enter a default markup if job pricing is based on a markup from cost. Enter a starting transaction number (usually 1), and define an existing Inventory item as the type "N" item for Labour. If you have not created such an inventory item, do so now.

Once have performed the three steps listed below, you are ready to start entering your first job.

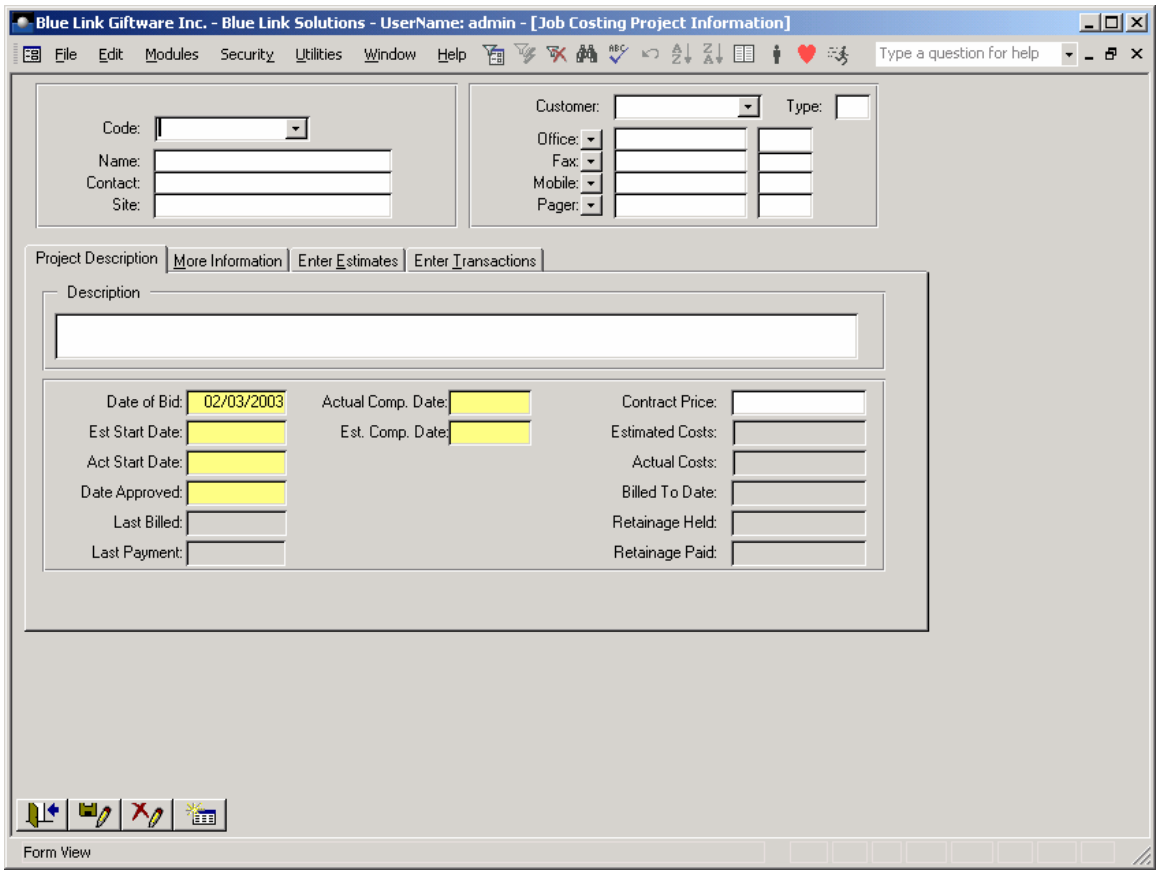
1. Set up the G/L Integration Accounts
2. Set up the Cost Codes
3. Set up the Time Codes

# 16.3Enter/Change Job Information

Use this program to enter, view, or revise your job records, estimates and standalone Job Cost transactions.

This screen allows you to create the Job Code. This code is used to identify the job for processing transactions in other parts of Solutions. This screen can also be used to monitor the status of a job, throughout its life.

A typical screen is displayed, followed by an explanation of the screen fields.




**Code**
To recall an existing job to the screen, enter the code in this field if you know it, or use the drop down list to select the appropriate job. If you are creating a new job, enter the code for the job and answer yes when asked if you wish to create a new job.

**Name**
Enter a name for the job in this field.

**Contact**
Enter the name of the primary contact person for the job.

**Site**
You may enter any descriptive information about the site of the job.

**Customer**
Select the customer for whom the job is being performed, from the existing customers in the accounts receivable customer file.

**Type**
You may enter a two-digit code to signify the type of job.

**Phone Numbers**
You may then enter up to four telephone numbers underneath the customer code, and you may change the labels next to these telephone numbers. Space has also been provided for entering telephone extensions.

### 16.3.1 PROJECT DESCRIPTION TAB

**Description**
This is a free form memo field, into which you can enter an unlimited amount of descriptive information about the job. This is useful for entering general notes, detailed instructions and other useful information.

**Date of Bid**
Enter the date of the original bid for the job in this field.

**Estimated Start Date**
Enter the date on which you anticipate starting the job when you first define this job code.

**Actual Start Date**
Enter the actual start date once the job has commenced.

**Date Approved**
You may enter an approval date if applicable in this field.

**Last Billed**
This field displays the most recent date on which an invoice was allocated to this job from the sales order system. The information in this field is automatically updated and may not be modified on the screen.

**Last Payment**
The date on which you last received a payment from the customer for this job is displayed in this field. It is automatically updated when recording payments, and may not be modified here.

**Actual Completion Date**
When the job is complete, enter the actual completion date in this field.

**Estimated Completion Date**
At the outset of the job enter your estimated completion date in this field.

**Contract Price**
Enter the initial contract price in this field. You may optionally enter contract price transactions using the job cost transaction function (see later in this section). In this case, the contract price in this field will be appropriately updated.

**Estimated Costs**
The estimated costs based on the transactions entered under “Enter Estimates” (see details later in this section) is displayed here and may not be modified on the screen.

**Actual Costs**
The total actual costs accumulated against this job to date are displayed here and may not be modified.

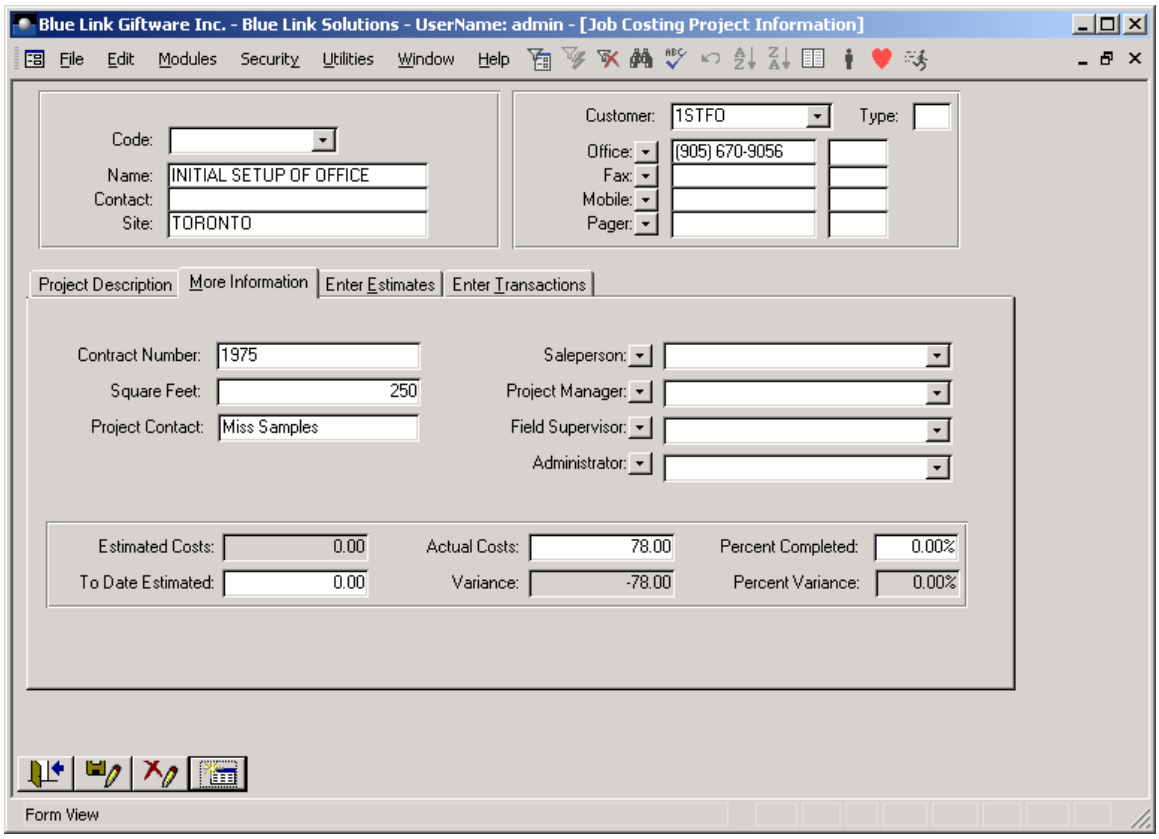
**Billed to Date**
The total amount billed to date against this job is displayed in this field.

**Retainage Held**
The total amount of retainage currently held on this job is displayed in this field. Use Job Cost Transactions (see details later in this section) to update these amounts.

**Retainage Paid**
The total amount of retainage paid on this job is displayed in this field. Use Job Cost Transactions (see later) to update these amounts.

## 16.3.2 MORE INFORMATION TAB

When you click on the button labeled **More Information**, the following screen displays:




**Contract Number**
You may enter any text or numbers in this field, representing the contract number for this job if applicable.

**Square Feet**
For construction jobs, you may want to enter the number of square feet in this field. This is an optional field.

**Project Contact**
Enter the name of the job contact in this field, if it differs from the contact entered at the top of the screen.

**Employees Assigned To The Job**
On the right hand side in the middle of the screen you have four fields in which you may allocate your own employees, as defined in the employee file, to this job. There are five labels to choose from:

1. Salesperson
2. Project Manager
3. Field Supervisor
4. Administrator
5. Project Coordinator.

You may alter these labels as required by using the drop down listing.

**Estimated Costs**
The total estimated costs are displayed again in this field for reference purposes.

**To Date Estimated**
You may enter in this field the amount of your original total estimated costs that you believe have been used to date (optional).

**Actual Costs**
The total actual costs incurred so far in this job are displayed for your information.

**Variance**
The variance between actual and estimated costs to date is displayed in this field.

**Percent Completed**
You may enter here a percentage of completion, representing your estimate of the stage of completion of this job at this stage. This is used on various reports to give you an estimate of how you are doing against your cost estimates at the current stage of completion.

**Percent Variance**
This field displays the variance (see above) as a percentage of the total actual costs to date.

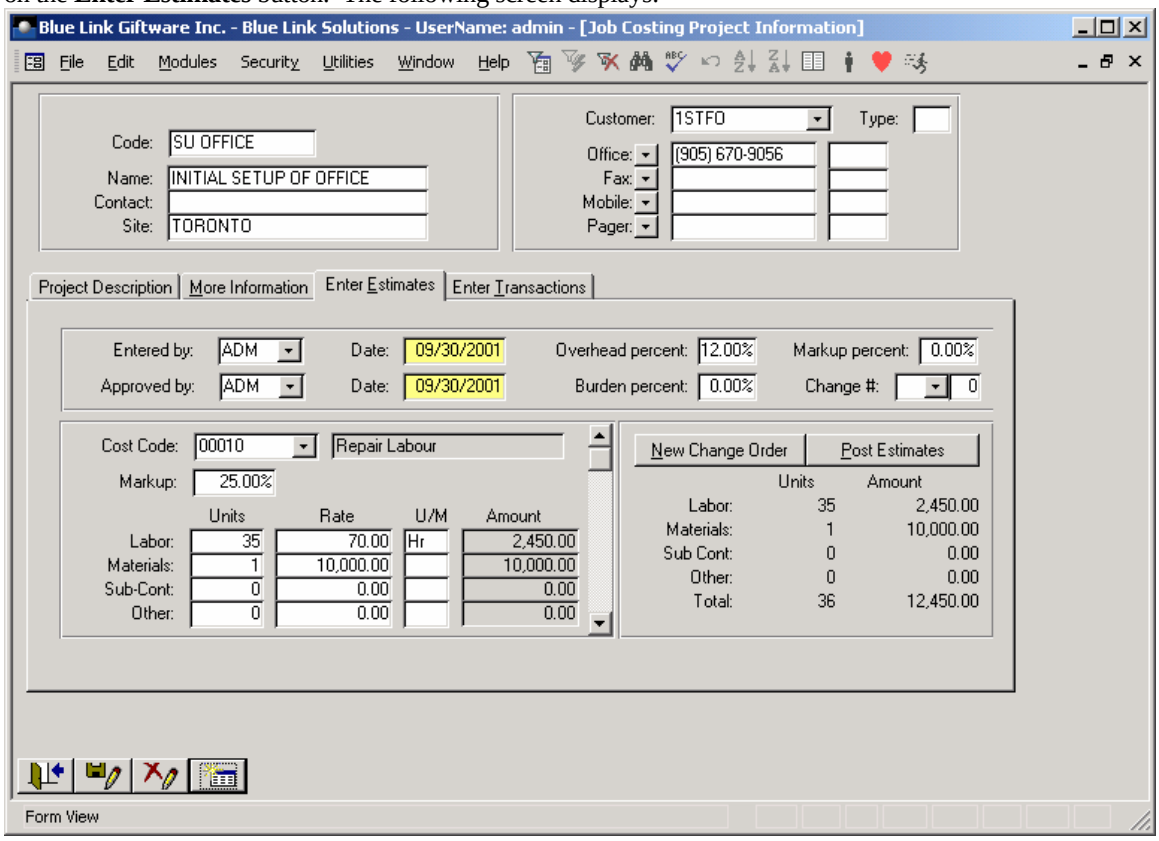
When creating a new job, enter the job code, name, contact, site and customer information, then click on the **Save** button to save your new job. You may then recall it at any time to complete the additional information.

Usually, you will enter the general information first. Then you would begin recording estimates (see next section), and finally you will be ready to enter job transactions, either from this program or from the other Blue Link Solutions modules.

## 16.3.3 ENTER ESTIMATES

This function enables you to enter estimates for your jobs. You define your labour burden, overhead, and profit markup percentages in this program; these percentages are printed on the estimate in Print Job Estimates. The profit markup percentage can be defined to apply to the entire estimate or it can be applied individually at the cost code level.

To enter estimates, use the Enter Job Information program, recall the required job to the screen, and then click on the **Enter Estimates** button. The following screen displays:




**Entered By/Date**
In this field, record the employee who is actually entering this estimate. This employee must have been defined in the Employee File, and may be selected from the drop down list. Next to this field, enter the date that the estimate was entered.

**Approved By/Date**
This field is for the employee who has approved the estimate, and again that employee must be selected from the Employee File. Next to this field, enter the date that the estimate was approved.

**Overhead Percent**
Type a percentage in for your overhead markup. This is the additional cost involved for overhead. For example, if last year your total costs were one million dollars and your overhead expenses included therein amount to a hundred thousand dollars, then your overhead markup should be approximately ten percent. This is an approximate figure and may be adjusted for each job or as you gain experience in understanding your costs. If you defined a default overhead percentage in Job Cost Defaults (see earlier in this chapter), that percentage will be the default in this field.

**Burden Percent**
Type a percentage in for your labour burden. The labour burden dollar amount is calculated at this percentage multiplied by the total labour amount. This could also be called your additional costs for labour over and above the hourly rate. This would include benefits and taxes paid by the employer. If you have defined a default labour burden percentage in the Job Cost Defaults file, that percentage will default here.

**Markup Percent**
If you enter a figure in this field, the total price will be calculated based on all cost code line items entered for this particular change order. You may also specify a markup for each individual cost code that will override this global value. The total price is calculated as the markup percentage multiplied by total costs, added to total costs. For example, if your markup percentage is twenty percent and your total costs for this change order are one hundred thousand dollars, then the total calculated price would be one hundred and twenty thousand dollars. If you have defined a default markup in Job Cost Defaults, that percentage will default here.

**Change Number**
This is the actual change order number. It is used to track each change order, starting from the original estimate (which should be entered as change order number zero, the default value). You may use the list to select a previously posted change order by number, in order to review it on screen. To enter a new change order, click on the "New Change Order" button. This will automatically ally default the next sequential change number in this field.

**Cost Code**
Type in one of the cost codes or use the drop down list to display a list of available cost codes. Once you have selected the cost code, you will be entering estimates for this change order for that cost code. Once you have completed entering all the estimates for the selected cost code, you may then select the next cost code in order to continue entering estimated costs.

**Cost Description**
Once the cost code has been selected the cost code description is displayed automatically.

**Markup Percent**
If you want to vary your markup for some or all cost codes, type in a markup percentage here. The default entry is the percentage entered in the markup field in the estimate header above.

Once you have selected the cost code and optionally entered the markup percentage, you may enter the information described below for each of labour, materials, subcontract and other costs:

**Units**
This column is used to enter the number of units (such as hours, pounds or kilograms, square feet, etc.) in the appropriate category. This amount will be multiplied by the rate to calculate the total estimate for this particular item.

**Rate**
If you defined a default rate in the cost code file, that rate will default here but may be changed if necessary.

**U/M**
This is a memo field in which you can enter a three-character description of the unit of measure being used for this cost code. The default is displayed from the cost code record.

**Amount**
The units are multiplied by the rates to automatically calculate the numbers in this column, which may not be manually modified.

Once you have finished entering the units, rate and units of measure for the cost code on which you are currently working, continue pressing enter or tab through the unit of measure column for the "other" line. At this time the cost code fields will clear in order to allow you to enter information for the next cost code. At the same time, the summary information to the right of these data entry fields will be updated to display the total number of units, and total amount, for each of labour, materials, subcontract and other, for the change order/estimate currently being entered. The total amount of the current change order is displayed at the bottom of the amount column.

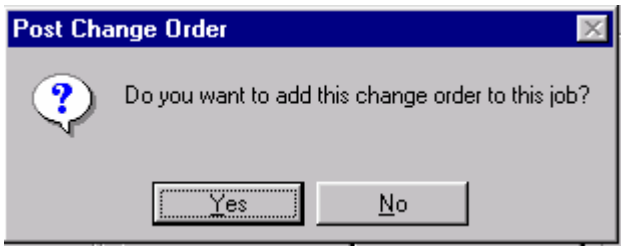
**New Change Order Button**
When you define a job, you would normally enter your initial estimates of the costs of completing that job. When doing this for the first time, click on the "New Change Order" button and complete all the fields described above. Repeat this for each of the cost codes for which you are building an estimate, and when complete, click on the "Post Estimates" button to post these estimates, which will then be permanently saved as your initial estimate for this job.

During the course of most jobs, provisions and updates are made to the original estimates. These may be entered in Blue Link Solutions by way of "change orders", which allow you to add to or subtract from the original estimates while maintaining a record of those original estimates and all the changes made to them.

When entering a change order representing a modification to the original estimates, you would again click on the **New Change Order** button and complete the information; however this time you are entering only the changes to the original information and not the total overall revised estimates. For example, your original estimate for a particular cost code for labour was a hundred hours at twenty-five dollars per hour. Now you believe the correct estimate would be one hundred and twenty hours at the same rate, you would enter a change order for twenty hours at the original rate. This change order will be added to the original estimate when working out the total revised job estimate.

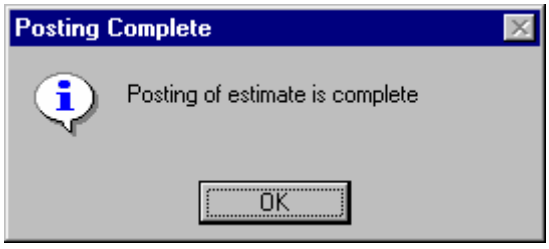
**Post Estimates**

When you click on the Post Estimates button, the following screen will be displayed:




Click Yes to add this change order to this job; click No to cancel the request.

When the posting has completed successfully, the following screen will be displayed:




| | |
|---|---|
| Note: | While entering a change order the summarized totals display the amounts for the current change order only. However, after posting the change order (using the **Post Estimates** button) these amounts are updated to display the overall total estimates including all change orders. |

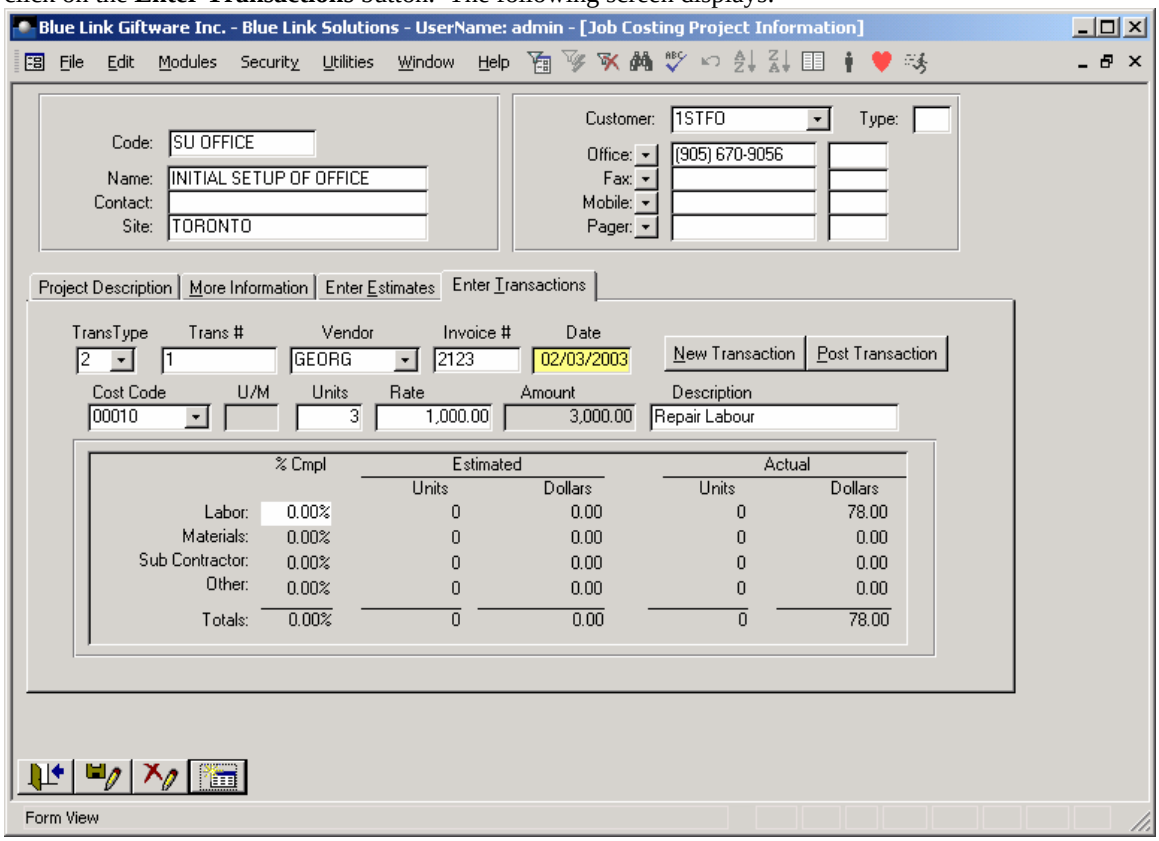
# 16.4 Enter Job Transactions

The purpose of this program will vary depending upon how you use the Blue Link Solutions job costing module. Only those users using the "standalone" approach to job costing will use the additional transaction types afforded by this program.

If you are using the integrated accounting functions for your job management, you will not update any costs or billings using this program, unless processing corrections. All cost figures will be recorded using the accounts payable, purchase order and payroll programs, and billing and payment receipt information would be tracked through the sales order and accounts receivable modules.

In contrast, if you are using the job costing module as a standardized estimating/cost tracking system, you will be using job transactions to update every phase of your job data. You can edit transactions until they are posted.

To enter transactions, use the Enter Job Information program, recall the required job to the screen, and then click on the **Enter Transactions** button. The following screen displays:




**Transaction Type**
You may enter any one of eleven transaction types, which may be listed by pulling down the drop down list. The transaction types available are:

1. Costs - Labour
2. Costs - Materials
3. Costs - Subcontractor
4. Costs - Other
5. Billings

6. Receipts
7. Retainage - Held
8. Retainage - Paid
9. Price - Original $
10. Price - Current $
11. Estimate - Total $

**Transaction Number**
All transactions entered through this program are sequentially numbered. The next available transaction number for this job will default in this field, but may be overridden if you have a specific transaction number which you need to allocate against this, such as a supplier's invoice.

**Reference 1**
This field is used to enter information that depends on the transaction time. See General Program Operation below for a complete list and explanation.

**Reference 2**
This field is used to enter information that depends on the transaction time. See General Program Operation below for a complete list and explanation.

| Trans Type | Reference 1 | Reference 2 |
|---|---|---|
| (1) Labour | Employee | Cheque # |
| (2) Materials | Vendor | Invoice # |
| (3) Sub-contract | Sub Code | Invoice # |
| (4) Other | User Defined | User Defined |
| (5) Billings | Customer Code | Invoice # |
| (6) Receipts | User Defined | User Defined |
| (7) Retainage Held | Customer Code | Invoice # |
| (8) Retainage Paid | Customer Code | Cheque # |
| (9) Original Price | Customer Code | Contract # |
| (0) Current Price | Customer Code | Chg. Order # |
| (A) Estimated Costs | Customer Code | Chg. Order # |

**Date**
The transaction is assigned the date entered in this field. The default entry is the system date.

**Cost Code**
Select the applicable cost code for this transaction, using the drop down list if necessary to display a list of defined cost codes.

Every cost attributed to a job must be associated with a cost code. Transaction types 5 to A ("non-cost") have a special cost code (00000) associated with them which is entered automatically when one of those transaction types is selected. For transaction types 1-4, you must type in a cost code or press F4 and select from the list of cost codes displayed.

Next, you can fill in the reference fields to associate the transaction with more complete information for your records. The Reference 1 and Reference 2 fields serve a different purpose in different types of transactions. A list of each type of transaction and the information required is listed on the following page. Only in type 4 are the entries optional.

Once entry in the reference fields is completed, enter the transaction Date and a Description for the transaction.

When entering Cost type transactions (1-4), you must enter the number of Units for the transaction. The Rate and U/M (unit of measure) for the cost code is displayed from the cost code record, but you can change either one during transaction entry. The Extension is calculated automatically from the Units times the Rate.

**U/M**
The unit of measure from the cost code record is displayed, but may be changed for this transaction without affecting the actual cost code definition.

**Units**
Enter the number of units (if applicable) for this transaction.

**Rate**
Enter the rate (or price per unit) for this transaction, if applicable.

**Amount**
The total amount of this transaction is displayed here, or in the case of certain transaction types may be manually entered here.

**Description**
You may enter up to thirty characters of description in this field. The description prints along with the transaction information when you print the job transactions report.

Each time you choose a cost code and enter or edit a transaction, the estimated costs for that cost code are displayed in the field at the bottom of the screen. The actual transaction costs are also displayed as a running total. If using the "standalone" approach and entering all your job costs using this program, you may wish to update the job completion percentage for one of the four major cost categories: Labour, materials, subcontract and other, using the "% Cmpl" column.

**Selecting a Cost Code**
For the other transaction types, only the Extension is entered. Record the amount of billing, payment, retainage, price, or costs from your actual job records.

# 16.5 Enter/Change Time Card Information

Use this program to enter employee time cards for your current payroll. When you specify a job for a time card, a transaction is created to update labour cost information for that job. The proper steps in processing time card entries are as follows (this only applies if you are using the "integrated approach"):

1. Enter time cards using **Enter/Change Time Card Information**.

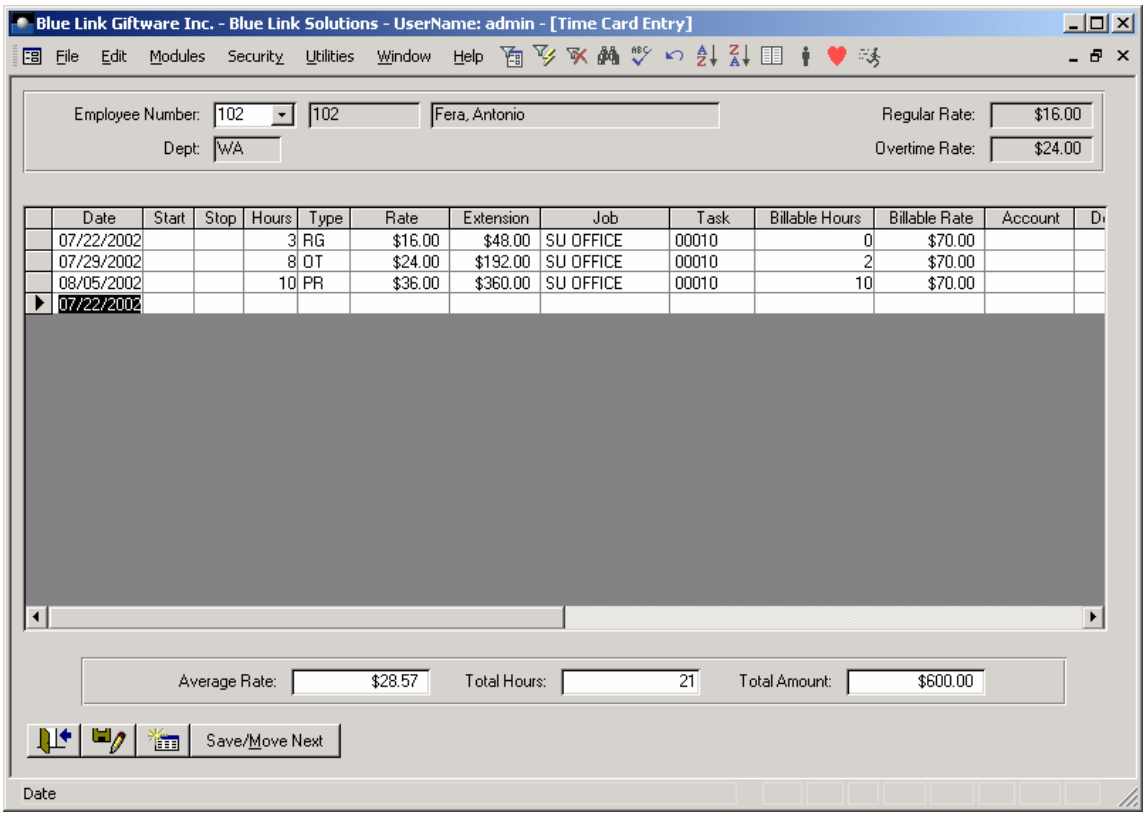
2. Print time card entries using **Time Card Report**. This program will let you verify that what you entered in step 1 is correct. If you find errors in your entries you should return and edit the information entered for the employee(s).

3. Post the time card entries using **Post Time Cards**. This will update the employee's payroll (to be paid) record and the time card history file. Make sure that everything is correct before you do this. Once the time cards are posted the information is cleared from the time card file.

4. Import the time cards into payroll program (if applicable). Blue Link Solutions integrates with Paymate's payroll program and therefore you can have the time cards entered for Job Costing become the timesheets for payroll. Under Employee & Salesperson | Paymate -Job Cost Export, select the date range to export and the employee range. Then identify where you want the file to export to and what the file name should be. Then in Paymate, you will import this text file. See Chapter 19 on Employee & Salesperson for more information.

5. Complete the next payroll run. At this time the actual hours and amounts paid are added to the job transactions and actual costs.

The following screen will be displayed when you select Enter/Change Time Cards


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Time Card Entry]
File Edit Modules Security Utilities Window Help
Employee Number: 102 102 Fera, Antonio
Regular Rate: $16.00
Dept: WA
Overtime Rate: $24.00
Date Start Stop Hours Type Rate Extension Job Task Billable Hours Billable Rate Account
07/22/2002 3 RG $16.00 $48.00 SU OFFICE 00010 0 $70.00
07/29/2002 8 OT $24.00 $192.00 SU OFFICE 00010 2 $70.00
08/05/2002 10 PR $36.00 $360.00 SU OFFICE 00010 10 $70.00
07/22/2002
Average Rate: $28.57
Total Hours: 21
Total Amount: $600.00
Save/Move Next
Date

**Employee Number**
Enter the employee number of an existing employee, or select from the drop down list. Once you have selected the employee card that person's name displays to the right hand side of this field.

**Hourly**
This box will be checked if the employee you have selected is an hourly rate employee, and will be blank if it is a salaried employee. Although time cards will normally be entered for hourly rate employees, you may use this for salaried employees in order to track their cost and/or record directly re billable time for a salaried employee.

**Department**
The Payroll department to which the selected employee belongs is displayed here and may not be changed.

**Regular Rate**
The employee's regular hourly rate displays in this field and may not be changed here. However, you may vary this rate for each individual item entered on the time card below.

**Overtime Rate**
The employee's normal hourly overtime rate, if defined in the employee file, is displayed here and may not be modified. However, you may override the overtime rate if necessary when entering the time card details below.

The main body of the time card entry screen is columnar, and a description of each of the columns follows:

**Date**
The date for individual time card line items is entered here. There is no limit to the number of time card entries which may be entered per date, as you may need to make several entries for the same day for the same employee in order to charge that employee's time to different jobs and/or different job cost codes.

**Start and Stop**
In these two columns, you may optionally enter the start and end times for the time card entry you are currently entering. If you do so, the number of hours will automatically be calculated and placed in the next column. If you wish to make use of these columns, please note that the time should be entered in any of the standard Windows time formats, for example:

9:00 AM or 9:00 3:30 PM or 15:30

**Hours**
Type in the actual hours worked. If you enter the start and stop times, this number will automatically be calculated and displayed but may be overridden in any event.

**Type**
Enter the type of time card code in this field, or select from the available codes using the drop down list.

**Rate**
The rate will default based on the type specified. This may be changed.

**Extension**
This column is automatically calculated as the number of hours multiplied by the rate.

**Job**
Enter the job code associated with this line of this time card. You may review the drop down list to see the available job codes. If this field is left blank, then the cost code and craft fields will be bypassed and the employee's time for this line will not be allocated to any job.

**Task (Cost Code)**
Select the cost code associated with this time card entry, if you are allocating this line to a job. You may optionally use the time card entry program to create unposted invoices (i.e. sales orders) which directly re-bill some or all of the employee's time to the customer for whom the job or job is being performed. If you wish to do so, enter the number of billable hours in this column. If you are not directly re-billing time for this job or for this line of the time card, leave this amount to zero.

**Billable Rate**
If you are re-billing some or all of this employee's time for the current line, enter the hourly rate at which that time should be billed. The customer will be invoiced for the number of billable hours multiplied by this rate.

**Account**
The General Ledger account to which the costs of the employee pay for this line should be allocated. This account is defaulted based on the pay type, etc., but may be modified here.

**Department**
If you have a departmentalized General Ledger, you may optionally enter a valid department for the General Ledger account defined above.

At the bottom of the screen, the following total fields display and may not be modified:

**Average Rate**
This field displays the average hourly rate for the above time card, and is based on the amounts in the next two fields.

**Total Hours**
The total number of hours recorded on this time card for this employee is displayed here.

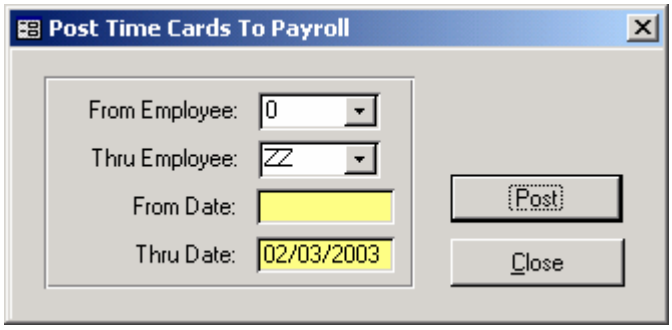
**Total Amount**
The total of the "Extension" column is displayed here. This amount is divided by the total hours to arrive at the average rate.

**Save/Move Next**
After selecting an employee, any time card entries which have already been saved and not posted for this employee will be displayed. You may modify this information if required. You may then enter any additional lines for this employee's current time card.

The information entered in employee time cards will be retained on file, and may be recalled to the screen, until those time card entries have been posted. Please refer to the **Post Time Cards** section of this manual for more information on posting time cards.

# 16.6 Post Time Cards

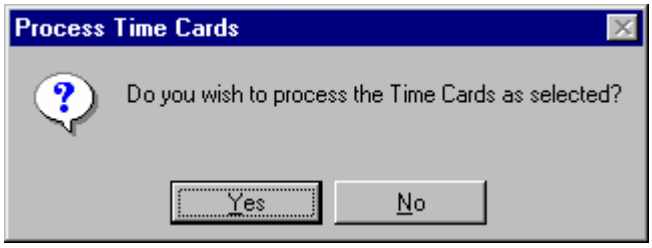
This screen is used to process the time cards. Time cards can be posted for specified employees or for a specified range of dates. This routine will generate the job cost transactions, post to the Payroll system (if applicable), and create unposted invoices (sales orders) for billable time.



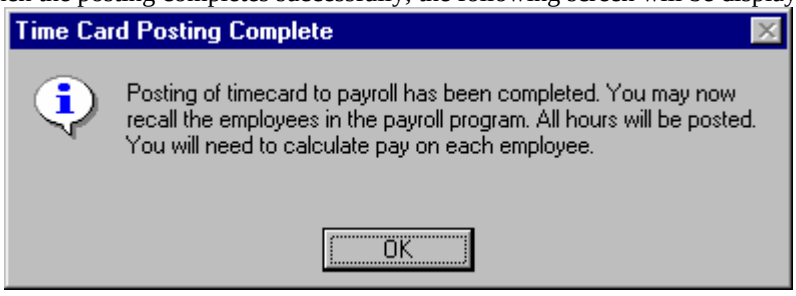

**From Employee/Thru Employee**
You may enter an individual employee, a range of employees, or leave the default in order to include all employees in this posting run.

**From Date/Thru Date**
Enter a range of dates for this posting run. Only time card entries that fall between the selected dates will be posted. It is very important that you enter the correct information here in order to have the appropriate date included in the next payroll run.

**Post Button**
When you click on the "Post", the following screen will be displayed:




When the posting completes successfully, the following screen will be displayed:


Time Card Posting Complete
Posting of timecard to payroll has been completed. You may now recall the employees in the payroll program. All hours will be posted. You will need to calculate pay on each employee.
OK

The selected time card records for the selected employees are posted. This entails the following:
1. Each time card is posted to the current payroll file, and will be ready for export to a text file.
2. Each posted entry is transferred to the time card history file, as a permanent record.

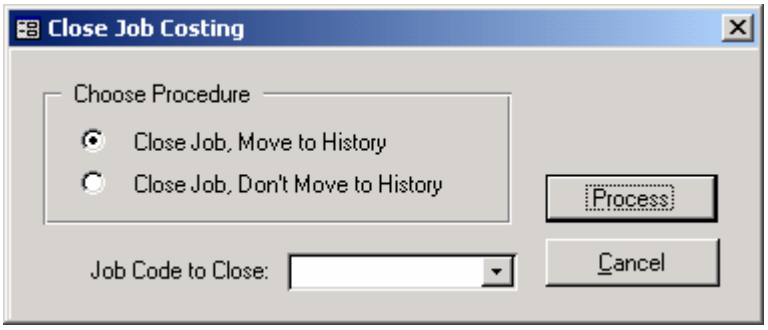
3. Any billable hours recorded on the time card entries will be grouped together by customer, and sales orders will be created.
4. The time card entries, once posted, will be removed from the time cards and will no longer be accessible from the time card entry screen.

| | |
|---|---|
| **CAUTION:** | It is strongly suggested that, before you run this program, you print or review some of the time card reports. At a minimum, you should review the Work Day time card report for the range of dates to be entered on the posting screen, in order to ensure that the time cards that will actually be posted are correct. |

| | |
|---|---|
| **Note:** | When the actual job costs are updated by the time cards depends on a setting in the System Interface. If you leave the Post Time Cards to Job only (not Payroll) flag off, the time cards will not automatically be reflected in the actual job costs until the next payroll run is complete and the amounts have actually been paid. If you choose not to use Paymate, and you turn the flag on, the job costs will be updated immediately upon posting the time cards. |

# 16.7 Close Job

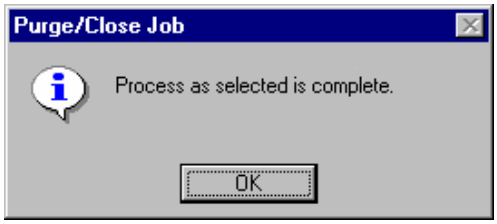
Use this program to close your jobs once they are finished. The job must be completely billed and paid, and all job transactions must be posted, before you can close a job. Once a job has been closed you will not be able to make any further transaction entries to it.




**Choose Procedure**
In order to close a job, enter a valid job code or select a job from the list display. Then select one of the following two options:

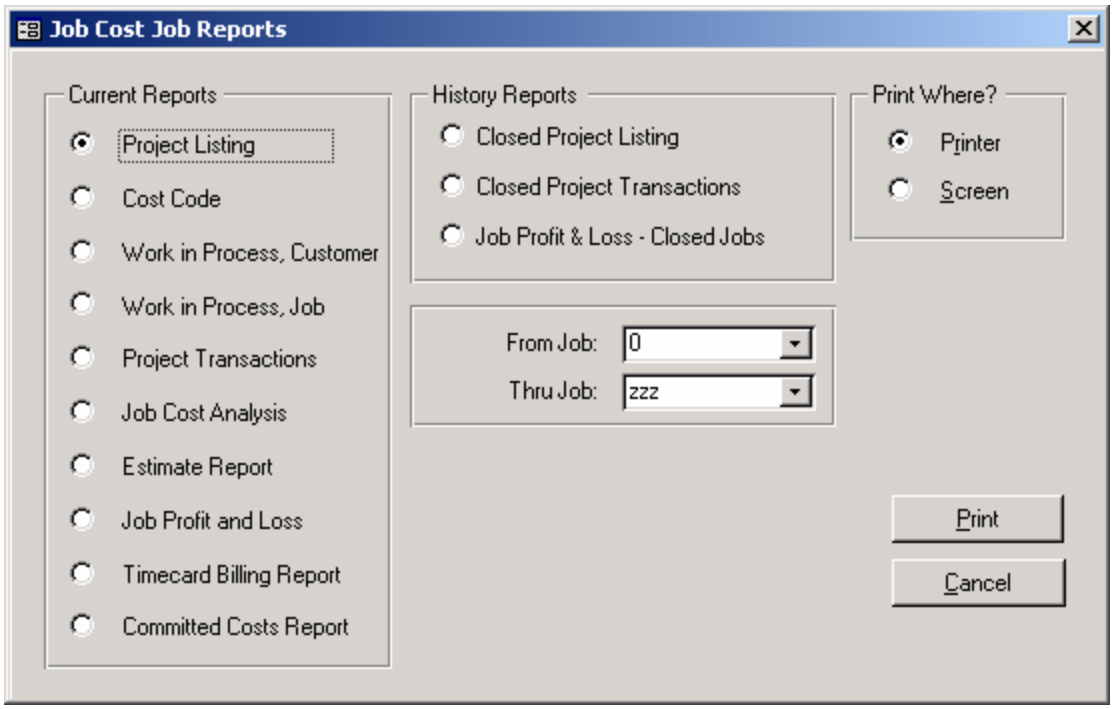
| | |
|---|---|
| Close Job, Move to History- | If you want a job's transactions and estimates preserved in the transaction history file, select this option. All job transactions and estimates are then saved and can be printed at any time. |
| Close Job, Don't Move to History | Select this option if you want this job to be permanently removed from the system, with no history maintained at all. |

When you click the **Process** button, the following screen will be displayed:



# 16.8 Print Job Information Reports

You can use this program to print your job cost reports. Select the report you wish and the destination.




**Current Reports**

Project Listing lists summarized information, one line per open job.

Cost Code a listing of all cost codes on file.

Work in Process Job or Customer lists summarized financial information for jobs currently in process, sorted and grouped by customer or by job.

Project Transactions reports on all transactions allocated to each selected job, whether entered via Job Cost Transactions or other modules. This report is the detail behind the total cost figures displayed on certain other reports and screens.

Job Cost Analysis an analysis of actual costs versus estimates, showing variances

Estimate Report shows the original estimates, all change orders, and the total current estimated costs for each selected job.

Job Profit and Loss summarizes costs and revenues, grouped by cost code, and presents a total profit/loss figure for each job

Timecard Billing Report - an audit trail of amounts re-billed to the client from Time Card Entry.

**History Reports**

Closed Project Listing lists summarized information, one line per closed job.

| | |
|---|---|
| Closed Project Transactions | reports on all transactions allocated to each selected job, whether entered via Job Cost Transactions or other modules. This report is the detail behind the total cost figures displayed on certain other reports and screens. |
| Job Profit and Loss Closed Jobs | summarizes costs and revenues, grouped by cost code, and presents a total profit/loss figure for each closed job |

**From/Thru Job**
Select the jobs you wish included in the report. If you leave the defaults, all jobs will be included. This selection is made available when you choose the following reports:

1. Project Listing
2. Work in Progress, Job
3. Project Transaction
4. Job Cost Analysis
5. Estimate
6. Timecard Billing

**From/Thru Cost Code**
Select the cost codes you wish included in the report. If you leave the defaults, all jobs will be included. This selection is made available when you choose the following reports:

1. Cost Code

**From/Thru Customer**
Select the customers you wish included in the report. If you leave the defaults, all jobs will be included. This selection is made available when you choose following reports:

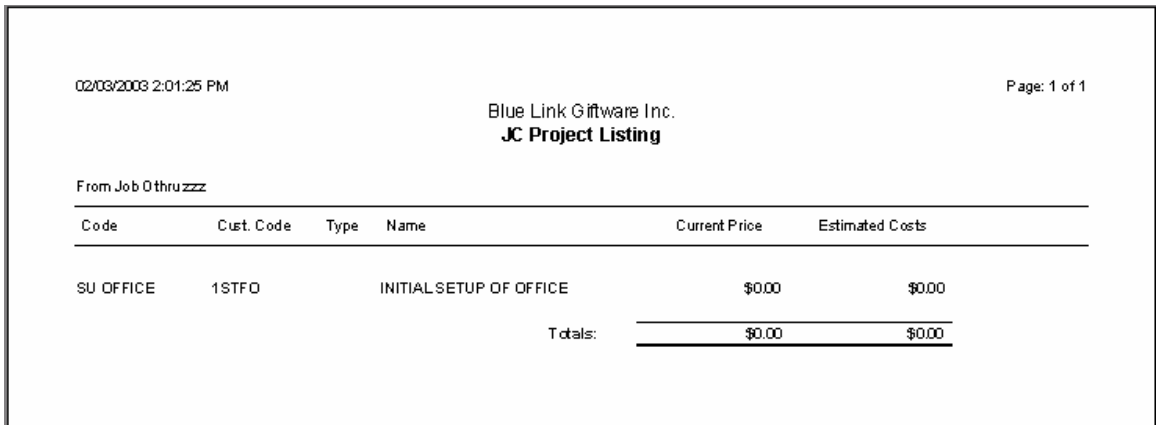
1. Work In Progress, Customer

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**History Reports include:**
Closed Project Listing
Closed Project Transactions
Job Profit & Loss – Closed Jobs

**Sample Job Information Reports**

Project Listing / Closed Project Listing



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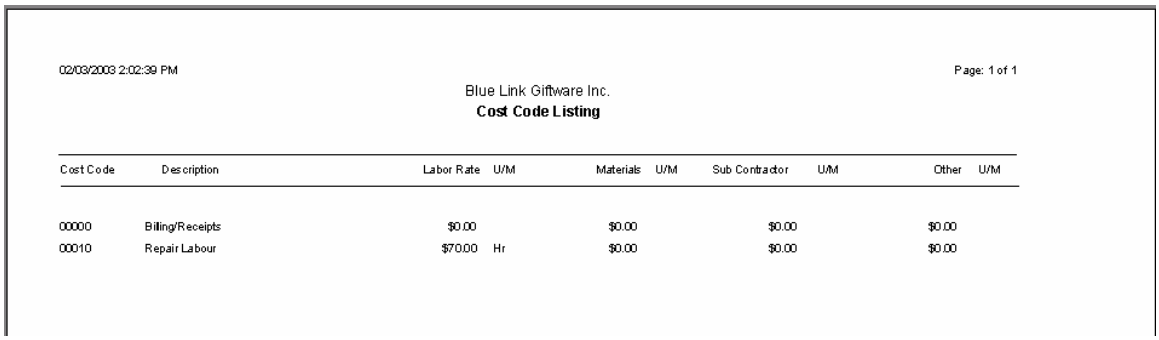
Blue Link Giftware Inc.

**JC Project Listing**

From Job Othruzzz

| Code | Cust. Code | Type | Name | Current Price | Estimated Costs |
|---|---|---|---|---|---|
| SU OFFICE | 1STFO | | INITIAL SETUP OF OFFICE | $0.00 | $0.00 |
| | | | Totals: | $0.00 | $0.00 |

Cost Code Listing



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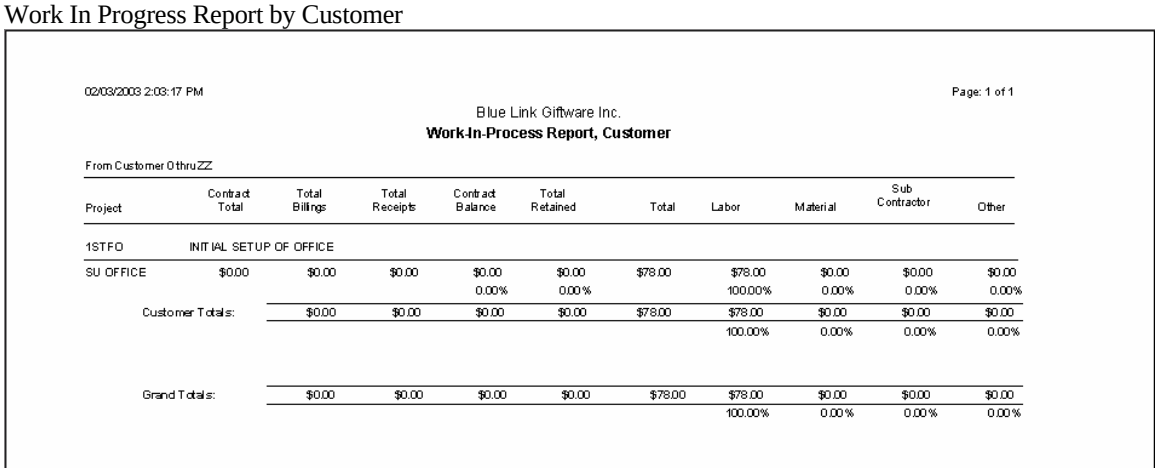
Blue Link Giftware Inc.

**Cost Code Listing**

| Cost Code | Description | Labor Rate | U/M | Materials | U/M | Sub Contractor | U/M | Other | U/M |
|---|---|---|---|---|---|---|---|---|---|
| 00000 | Billing/Receipts | $0.00 | | $0.00 | | $0.00 | | $0.00 | |
| 00010 | Repair Labour | $70.00 | Hr | $0.00 | | $0.00 | | $0.00 | |

Work In Progress Report by Customer



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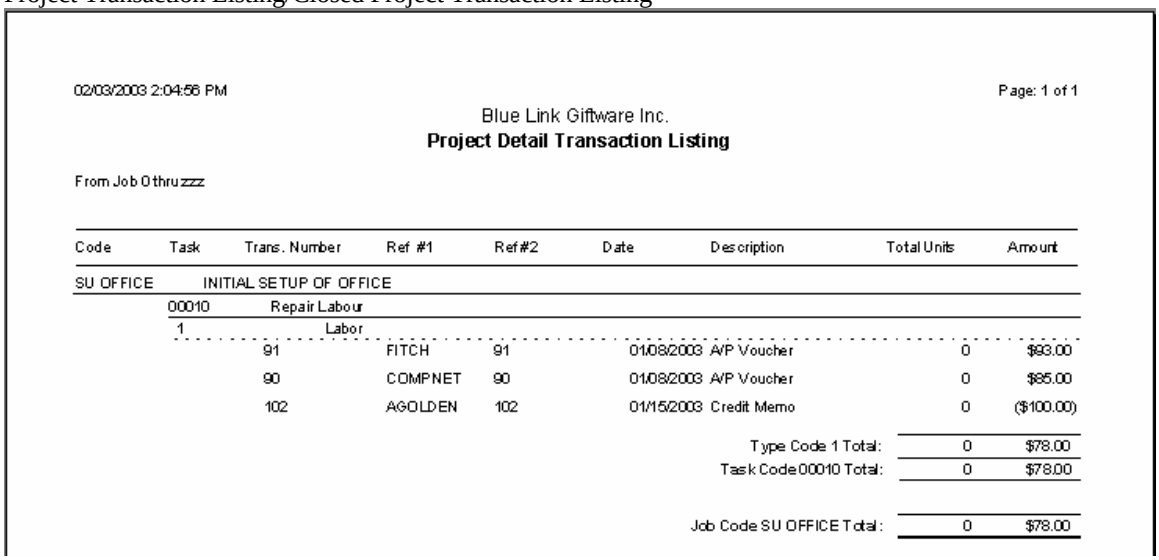
Blue Link Giftware Inc.

**Work-In-Process Report, Customer**

From Customer Othru ZZ

| Project | | Contract Total | Total Billings | Total Receipts | Contract Balance | Total Retained | Total | Labor | Material | Sub Contractor | Other |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1STFO | INITIAL SETUP OF OFFICE | | | | | | | | | | |
| SU OFFICE | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $78.00 | $78.00 | $0.00 | $0.00 | $0.00 |
| | | | | | 0.00% | 0.00% | | 100.00% | 0.00% | 0.00% | 0.00% |
| | Customer Totals: | | $0.00 | $0.00 | $0.00 | $0.00 | $78.00 | $78.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | 100.00% | 0.00% | 0.00% | 0.00% |
| | Grand Totals: | | $0.00 | $0.00 | $0.00 | $0.00 | $78.00 | $78.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | 100.00% | 0.00% | 0.00% | 0.00% |

Project Transaction Listing/Closed Project Transaction Listing



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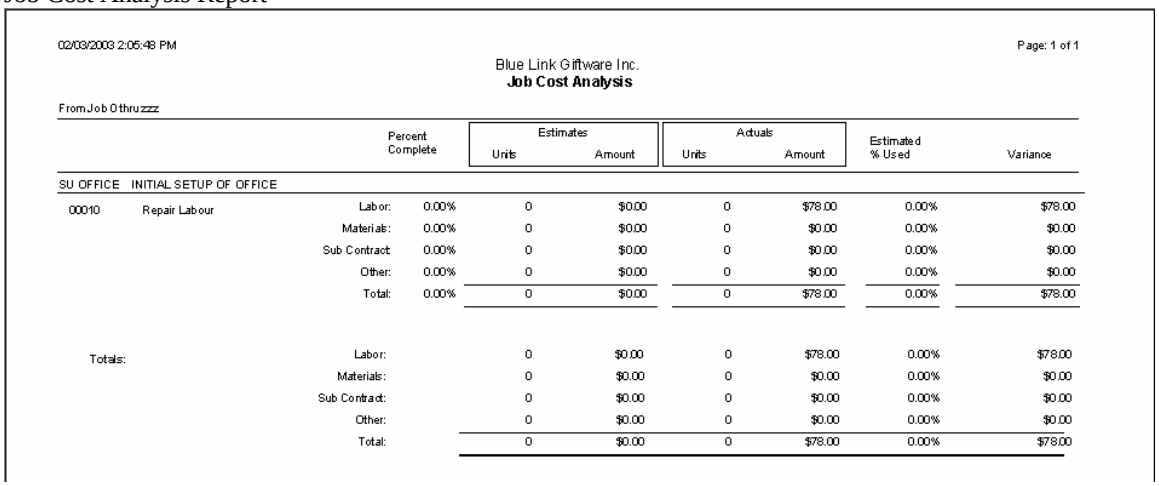
Blue Link Giftware Inc.

**Project Detail Transaction Listing**

From Job Othru zzz

| Code | Task | Trans. Number | Ref #1 | Ref#2 | Date | Description | Total Units | Amount |
|---|---|---|---|---|---|---|---|---|
| SU OFFICE | INITIAL SETUP OF OFFICE | | | | | | | |
| | 00010 | Repair Labour | | | | | | |
| | 1 | Labor | | | | | | |
| | | 91 | FITCH | 91 | 01/08/2003 | A/P Voucher | 0 | $93.00 |
| | | 90 | COMPNET | 90 | 01/08/2003 | A/P Voucher | 0 | $85.00 |
| | | 102 | AGOLDEN | 102 | 01/15/2003 | Credit Memo | 0 | ($100.00) |
| | | | | | | Type Code 1 Total: | 0 | $78.00 |
| | | | | | | Task Code 00010 Total: | 0 | $78.00 |
| | | | | | | Job Code SU OFFICE Total: | 0 | $78.00 |

Job Cost Analysis Report



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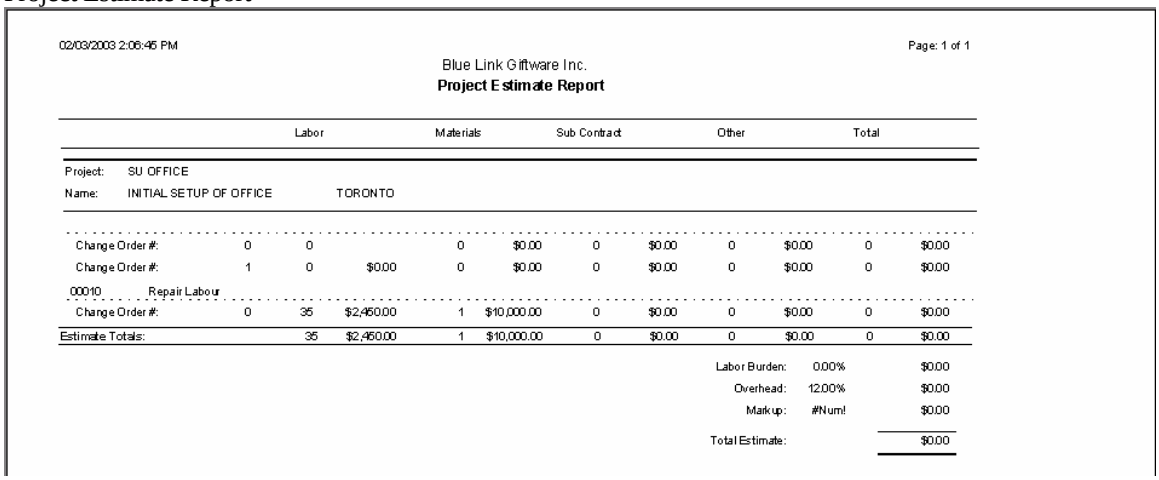
Blue Link Giftware Inc.
**Job Cost Analysis**

From Job 0 thru zzz

| | | | Percent Complete | Estimates Units | Estimates Amount | Actuals Units | Actuals Amount | Estimated % Used | Variance |
|---|---|---|---|---|---|---|---|---|---|
| SU OFFICE | INITIAL SETUP OF OFFICE | | | | | | | | |
| 00010 | Repair Labour | Labor: | 0.00% | 0 | $0.00 | 0 | $78.00 | 0.00% | $78.00 |
| | | Materials: | 0.00% | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Sub Contract: | 0.00% | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Other: | 0.00% | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Total: | 0.00% | 0 | $0.00 | 0 | $78.00 | 0.00% | $78.00 |
| Totals: | | Labor: | | 0 | $0.00 | 0 | $78.00 | 0.00% | $78.00 |
| | | Materials: | | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Sub Contract: | | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Other: | | 0 | $0.00 | 0 | $0.00 | 0.00% | $0.00 |
| | | Total: | | 0 | $0.00 | 0 | $78.00 | 0.00% | $78.00 |

Project Estimate Report



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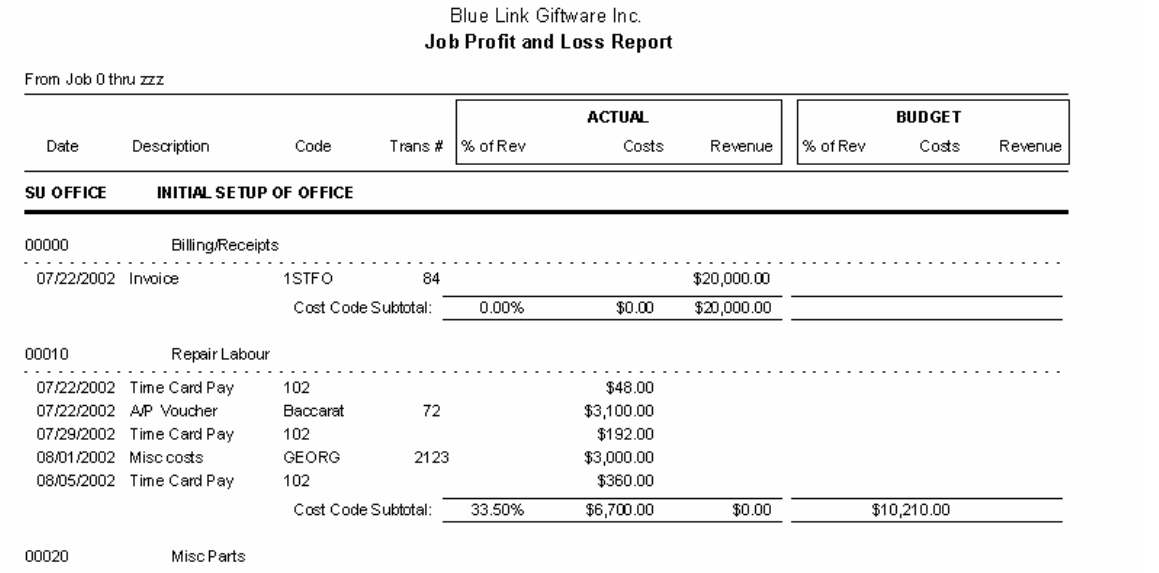
Blue Link Giftware Inc.
**Project Estimate Report**

| | | | Labor | | Materials | | Sub Contract | | Other | | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project: | SU OFFICE | | | | | | | | | | | |
| Name: | INITIAL SETUP OF OFFICE | TORONTO | | | | | | | | | | |
| Change Order #: | 0 | 0 | | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | |
| Change Order #: | 1 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | |
| 00010 | Repair Labour | | | | | | | | | | | |
| Change Order #: | 0 | 35 | $2,450.00 | 1 | $10,000.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | |
| Estimate Totals: | | 35 | $2,450.00 | 1 | $10,000.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | |
| | | | | | | | | | Labor Burden: | 0.00% | $0.00 | |
| | | | | | | | | | Overhead: | 12.00% | $0.00 | |
| | | | | | | | | | Markup: | #Num! | $0.00 | |
| | | | | | | | | | Total Estimate: | | $0.00 | |

Job Profit and Loss / Closed Job Profit and Loss



Blue Link Giftware Inc.
**Job Profit and Loss Report**

From Job 0 thru zzz

| Date | Description | Code | Trans # | ACTUAL % of Rev | ACTUAL Costs | ACTUAL Revenue | BUDGET % of Rev | BUDGET Costs | BUDGET Revenue |
|---|---|---|---|---|---|---|---|---|---|
| **SU OFFICE** | **INITIAL SETUP OF OFFICE** | | | | | | | | |
| 00000 | Billing/Receipts | | | | | | | | |
| 07/22/2002 | Invoice | 1STFO | 84 | | | $20,000.00 | | | |
| | | Cost Code Subtotal: | | 0.00% | $0.00 | $20,000.00 | | | |
| 00010 | Repair Labour | | | | | | | | |
| 07/22/2002 | Time Card Pay | 102 | | | $48.00 | | | | |
| 07/22/2002 | A/P Voucher | Baccarat | 72 | | $3,100.00 | | | | |
| 07/29/2002 | Time Card Pay | 102 | | | $192.00 | | | | |
| 08/01/2002 | Misc costs | GEORG | 2123 | | $3,000.00 | | | | |
| 08/05/2002 | Time Card Pay | 102 | | | $360.00 | | | | |
| | | Cost Code Subtotal: | | 33.50% | $6,700.00 | $0.00 | | $10,210.00 | |
| 00020 | Misc Parts | | | | | | | | |

Job Cost Time Card – Billing Report

Blue Link Giftware Inc.

**JC Time Card - Billing Report**

From Job 0 thru zzz

SU OFFICE INITIAL SETUP OF OFFICE

| Task | Employee | Payroll Time Hours | Cost | Type | Billable Time Hours | Rate | Total |
|---|---|---|---|---|---|---|---|
| 00020 | Misc Parts | | | | | | |
| | 102 Fera, Antonio | 5 | $120.00 | OT | 0 | $0.00 | $0.00 |
| | **Totals for Task 00020:** | 5 | $120.00 | | 0 | | $0.00 |
| 00030 | Other Costs | | | | | | |
| | 102 Fera, Antonio | 4 | $144.00 | PR | 0 | $0.00 | $0.00 |
| | 102 Fera, Antonio | 6 | $96.00 | RG | 0 | $0.00 | $0.00 |

Committed Cost Report

**Committed Cost Report**

**As Of:** July 22, 2002

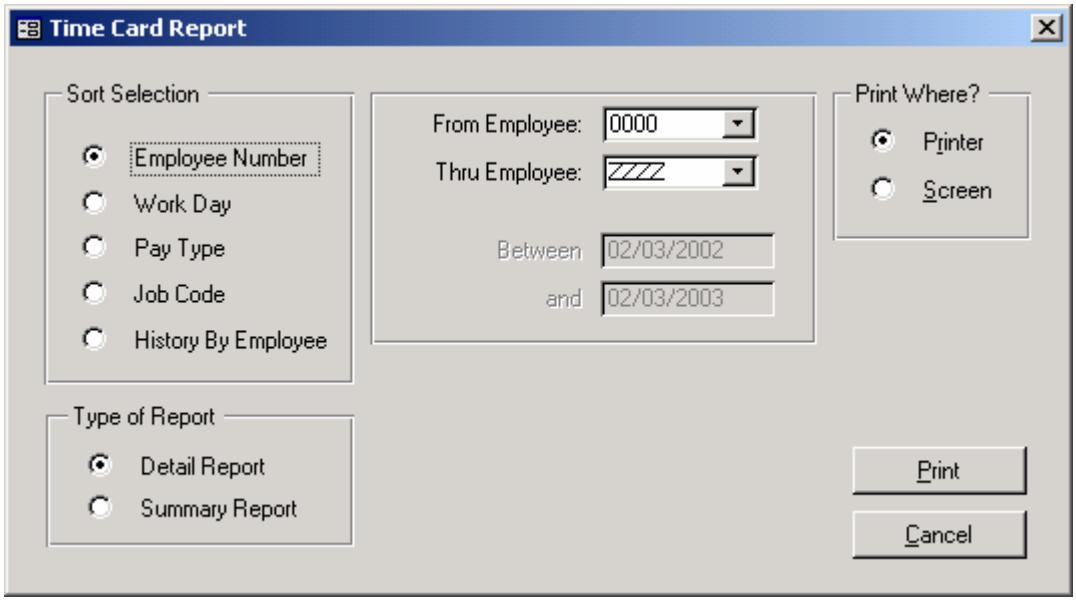
From Job 0 thru zzz

**SU OFFIC INITIAL SETUP OF OFFICE**

| Cost Code | Description | Estimate | Posted Transactions | Unposted Transactions | Total Transactions | Variance |
|---|---|---|---|---|---|---|
| 00000 | Billing/Receipts | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 00010 | Repair Labour | $10,210.00 | $6,700.00 | $2,700.00 | $9,400.00 | $810.00 |
| 00020 | Misc Parts | $400.00 | $0.00 | $0.00 | $0.00 | $400.00 |
| 00030 | Other Costs | $475.00 | $0.00 | $9,000.00 | $9,000.00 | ($8,525.00) |
| | **Job Total:** | **$11,085.00** | **$6,700.00** | **$11,700.00** | **$18,400.00** | **($7,315.00)** |
| | **Report Total:** | **$11,085.00** | **$6,700.00** | **$11,700.00** | **$18,400.00** | **($7,315.00)** |

# 16.9 Time Card Reports

You can use this program to print your job cost reports. Select the report you wish and the destination.




**Sort Selection**
Select how you want the report sorted:

1. Employee Number
2. Work Day
3. Pay Type
4. Job Code
5. History By Employee

**NOTE:** Reports 1-4 are based on *unposted* time cards only. Report 5 is based on time cards posted and paid out via the payroll system.

**From/Thru Employee**
Select the employees you wish included in the report. If you leave the defaults, all employees will be included. This selection is made available when you choose to sort by "Employee Number" report.

**From/Thru Day**
Select the dates you wish included in the report. If you leave the defaults, only the current date will be included. This selection is made available when you choose to sort by "Work Day" report.

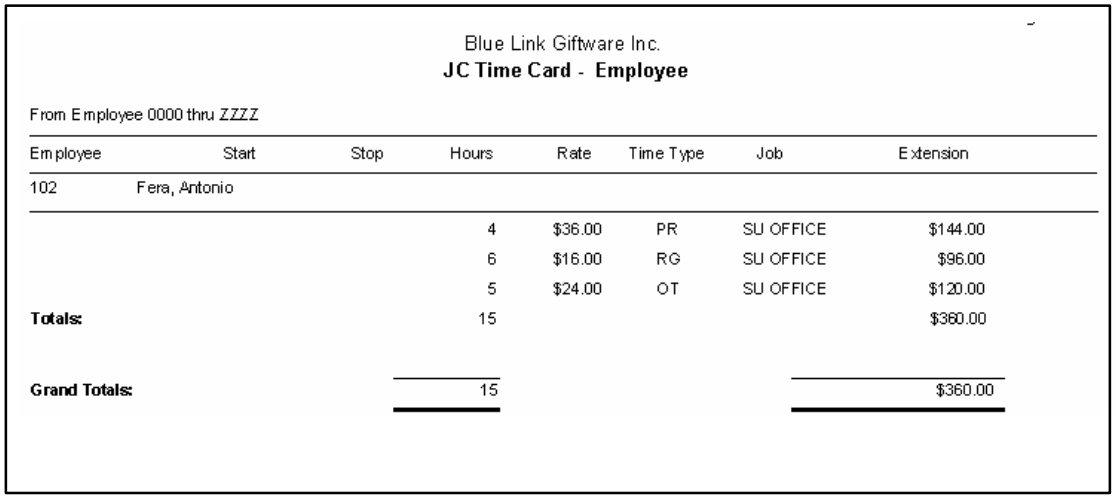
**From/Thru Pay Type**
Select the pay types you wish included in the report. If you leave the defaults, all pay types will be included. This selection is made available when you choose to sort by "Pay Type" report.

**From/Thru Job Code**
Select the jobs you wish included in the report. If you leave the defaults, all jobs will be included. This selection is made available when you choose to sort by "Job Code" report.

**Type of Report**
Select how the information should be presented: in Detail or in Summary form.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

Job Cost Time Card -Employee



Blue Link Giftware Inc.
**JC Time Card - Employee**

From Employee 0000 thru ZZZZ

| Employee | Start | Stop | Hours | Rate | Time Type | Job | Extension |
|---|---|---|---|---|---|---|---|
| 102 | Fera, Antonio | | | | | | |
| | | | 4 | $36.00 | PR | SU OFFICE | $144.00 |
| | | | 6 | $16.00 | RG | SU OFFICE | $96.00 |
| | | | 5 | $24.00 | OT | SU OFFICE | $120.00 |
| **Totals:** | | | 15 | | | | $360.00 |
| **Grand Totals:** | | | 15 | | | | $360.00 |

# 17: Elite Features

The Elite version of Blue Link Solutions includes the following extra feature and modules. They are integrated into the various Blue Link Solutions modules:

## *RMA (Returned Merchandise Authorization) Module*

This module is to track impending customer returns, primarily for big ticket items (including serialized items), and process the returns back into inventory with all the appropriate accounting information.

In addition, the module prints a document for the customer (a form of receipt) and provides various reports.

## *Landed Cost Tracking*

This Elite module is intended to facilitate the inclusion of landed cost factors, such as duty, freight, etc., into the inventory cost of received purchase orders. The estimated amount of each landed cost factor will be added to the supplier cost on the one hand, and accrued as a liability on the other hand. When an invoice is received from, for example, the carrier or broker, it will be set off against the accrued landed cost factor.

The landed cost module is built into the Purchase Order Accounts Payable module of Blue Link Solutions. In addition, there are set up options in the System Interface and Inventory screens.

## *Freight Management*

This module, available in Elite and integrated with the sales order and inventory modules, facilitates calculating freight charges to customers based on the carrier, the zone (usually based on postal code – only applicable in Canada), and either the weight or the cubic measurement of the shipment.

The module also optionally facilitates tracking the shipper's waybill number and additional shipping information.

## *The Configurator*

This elite feature facilitates the configuration an item on a Sales Order made up of several sub-items. For example, if you sell computers you may need to configure the computer to the sub-components that make it up. These may include the amount of memory, the hard drive, a monitor, etc.

## *Fill Backorders*

A button has been added to the Sales Order screen labeled "Fill Backorders". When you click this button with a sales order on screen, it assists in filling the backorders for each detail item on that sales order which has a backorder quantity.

## *Contract Pricing*

A drop down list has been added to the A/R Enter/Change Customer screen on the Defaults tab. When you choose a contract from the list, the contract's special pricing on items you have defined will override the default system pricing on all Sales Orders you create for this customer.

### *FIFO Costing*

A flag has been added into the System Interface | Inventory tab that switches the inventory costing method from Average to First In First Out.

### *Group Statements and Faxing / Emailing Customer Statements*

See Chapter 9 – Accounts Receivable for details.

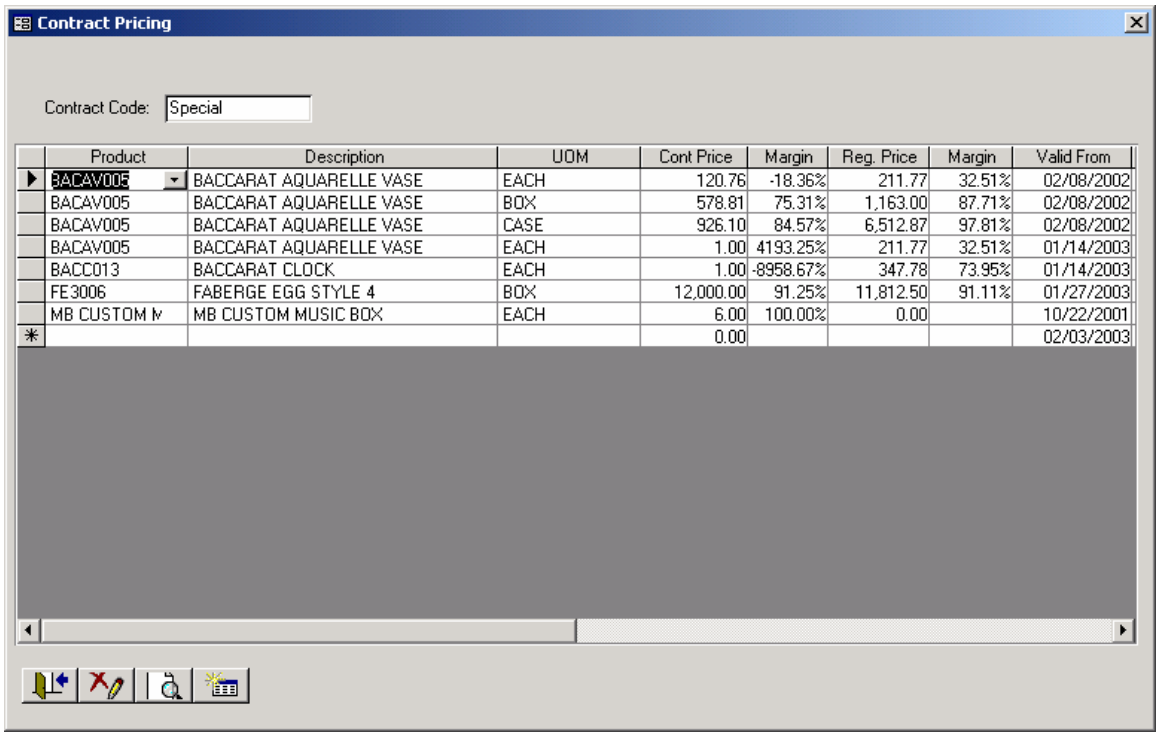
### *Special PST Calculation on Installed Products*

See Chapter 14 – Order Entry for details.

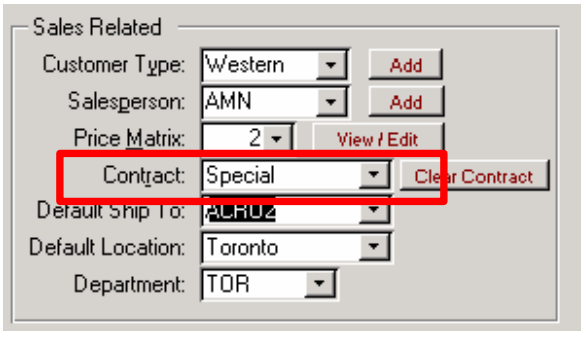
# 17.1 Maintain Contract Pricing

Contract Pricing is an Elite Feature.

In Elite, you can define special price lists for inventory items and assign these lists to one or more customers. This allows you to group your customers based on any special pricing they may receive while maintaining your default selling prices. For example, a contract called "US Pricing" could be defined to automatically charge the US dollar price to US dollar customers.


Contract Pricing
Contract Code: Special
Product | Description | UOM | Cont Price | Margin | Reg. Price | Margin | Valid From
BACAV005 | BACCARAT AQUARELLE VASE | EACH | 120.76 | -18.36% | 211.77 | 32.51% | 02/08/2002
BACAV005 | BACCARAT AQUARELLE VASE | BOX | 578.81 | 75.31% | 1,163.00 | 87.71% | 02/08/2002
BACAV005 | BACCARAT AQUARELLE VASE | CASE | 926.10 | 84.57% | 6,512.87 | 97.81% | 02/08/2002
BACAV005 | BACCARAT AQUARELLE VASE | EACH | 1.00 | 4193.25% | 211.77 | 32.51% | 01/14/2003
BACC013 | BACCARAT CLOCK | EACH | 1.00 | -8958.67% | 347.78 | 73.95% | 01/14/2003
FE3006 | FABERGE EGG STYLE 4 | BOX | 12,000.00 | 91.25% | 11,812.50 | 91.11% | 01/27/2003
MB CUSTOM M | MB CUSTOM MUSIC BOX | EACH | 6.00 | 100.00% | 0.00 | | 10/22/2001
| | | | 0.00 | | | | 02/03/2003

Then in Enter / Change customer, you will assign a contract to this customer. This is on the defaults tab under Sales Related. Then in Order Entry when the products that are on this contract are sold to the customer with this contract assigned, the price will be that which was set up in Contract Pricing.



# 17.2 RMA (Returned Merchandise Authorization)

The RMA module is an Elite feature

The purpose of the RMA module is to track impending customer returns, primarily for big ticket items (including serialized items), and process the returns back into inventory with all the appropriate accounting information.

In addition, the module prints a document for the customer (a form of receipt) and provides various reports.

## 17.2.1 DEFINE REASON CODES

Every time you enter an RMA, you need to supply a reason for the return. This reason will be selected from a set of standard reasons which you will define using the instructions in this section. You may then obtain reports grouped by reason, so that you can determine the primary causes for returned merchandise.

Reason codes are defined in the System Interface on the **Terms / Types/ RMA Reason Codes / Other Lists** tab in **System Master Lists**.

You can now define as many different reason codes as you require by listing them in the table.

## 17.2.2 SET RESTOCKING CHARGES & RMA WRITE-OFF G/L CODES

In **System Maintenance | System Master** | **G/L Information** choose the G/L codes you wish to use for:

**Restocking Charges:**
The difference between the invoiced amount of the returned merchandise and the actual amount of credit you are giving the customer for the return.

For example, a customer may return a stereo that was originally invoiced for $1,000. If you are giving them a credit of $800, the difference of $200 would be assigned to the “Restocking Charges” G/L code.

**RMA Write-Offs:**
The RMA module uses this account to write-off amounts that aren’t recoverable. Specify the expense account you would like to use for losses due to RMA.

## 17.2.3 SEQUENCE OF EVENTS

A typical sequence of events would be as follows:

Enter an RMA as a customer request, usually received in advance of the product actually being returned. An RMA number will be generated for the customer to reference.

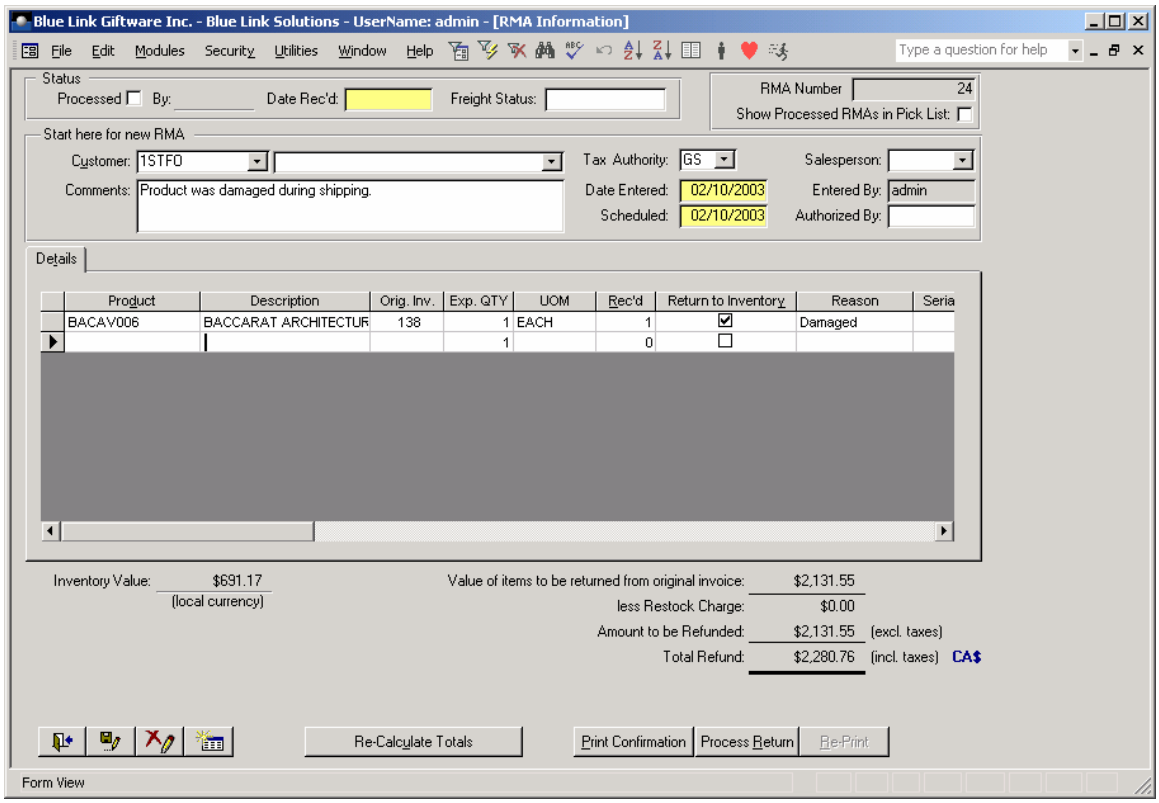
1. Optionally print or fax a RMA confirmation document to the customer and/or for your records.

2. When the product is actually returned, recall the RMA record to the screen and process it.

3. Again, optionally print the RMA confirmation document.

The following description assumes the sequence of events, but it is possible to enter and process the RMA all in one step.

## 17.2.4 FIELD DESCRIPTIONS


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [RMA Information]
File Edit Modules Security Utilities Window Help
Type a question for help
Status
Processed By: Date Rec'd: Freight Status:
RMA Number 24
Show Processed RMAs in Pick List:
Start here for new RMA
Customer: 1STFO
Tax Authority: GS
Salesperson:
Comments: Product was damaged during shipping.
Date Entered: 02/10/2003
Entered By: admin
Scheduled: 02/10/2003
Authorized By:
Details
Product Description Orig. Inv. Exp. QTY UOM Rec'd Return to Inventory Reason Seria
BACAV006 BACCARAT ARCHITECTUR 138 1 EACH 1 Damaged
1 0
Inventory Value: $691.17
(local currency)
Value of items to be returned from original invoice: $2,131.55
less Restock Charge: $0.00
Amount to be Refunded: $2,131.55 (excl. taxes)
Total Refund: $2,280.76 (incl. taxes) CA$
Re-Calculate Totals
Print Confirmation
Process Return
Re-Print
Form View

The following is a brief description of the use of each field on the screen, based on the sequence of events as described above.

**Processed**
This check box is automatically checked once an RMA has been processed, and may not be manually modified by the user.

**Processed By**
This is the log in name of the user who actually processed the RMA, and is automatically set by the system. It may not be manually edited.

**Date Received**
This reflects the date on which the RMA was actually processed and the product was received back into inventory.

**Freight Status**
Use this field to enter brief notes concerning the freight status of the RMA.

**Find Existing RMA**
Use the "Find Existing RMA" drop down list to recall a previously-entered RMA record to the screen.

**Show Processed RMA's in Pick List**
By checking off this flag you will also view the RMA's which have been processed. By default, the ones which have not been processed are show in the list.

**Customer**
From the drop down list, select the customer who is returning the merchandise. Note that this customer must exist in the customer file. The customer's name displays alongside the code.

You may select by code or by name.

**Comments**
Enter any comments relevant to this RMA request.

**Tax Authority**
Select the tax authority applicable for this customer. The customer's default tax authority will be filled in upon selecting the customer.

**Date Entered**
The date entered defaults to the current date, but may be manually changed.

**Scheduled**
Enter the date the item is to be returned.

**Salesperson**
Enter the salesperson who originally sold this product. This will reverse their commission. Then if you resell the product the salesperson doesn't benefit from this replacement sale.

**Entered By**
This field is automatically updated by the system, based on the login name.

**Authorized by**
Enter the initials of the person at your company responsible for authorizing RMAs.

## *Details Tab:*

**Product**
Select the product code being returned from the drop down list. This product code must already exist in the inventory file.

**Description**
This is the product description bound to the product code.

**Original Invoice**
Select the original invoice number on which the item was shipped from the drop down list, or enter it manually. Although this is not a mandatory field, it is recommended that you do enter or find the original invoice. When the invoice has been selected, the original sale price and cost of goods sold are recorded based on the cost and selling price for these items on this invoice. If you do not select the original invoice, you will have to fill these fields out manually.

**Expected Quantity**
Enter the quantity being returned. If you are returning a serialized product, you should enter a quantity of one as you may only return one serialized item at a time.

**UOM**
If you are using Unit of Measure fill in this field. The UOM will default to that on the invoice being referred to but you may override it. For instance you may have sold one case but your customer is returning 6 units.

**Received:**
Enter the quantity received.

**Return to Inventory**
Check this box if you would like the inventory item to be returned to the inventory.
**Reason**
Select the appropriate reason for this return from the drop down list. The entries that appear in the drop down list are maintained in the system interface screen.

**Serial Number**
If this is a serialized item, enter the serial number manually or select it from the drop down list (the list will display only those serial numbers that have been sold to the selected customer). You may, however, enter any serial number in this field. If you enter a quantity other than one in the quantity field above, that field is reset to one when you enter a serial number.

**Original $**
Enter the unit-selling price that the customer paid for the item. If the quantity is greater than one, the sale amount should reflect the extended selling price and not the unit price. If you have selected an invoice the sale price you sold this product at will default.

**G and P**
These stand for GST and PST. These are checked on or off based on inventory setup.

**Received Total**
This is the extension of the quantity received multiplied by the original sale price.

**Restock Fee**
The restocking charge is an automatically calculated field, reflecting the difference between the original sale amount and the refund amount.

**Refund**
Enter the amount of the refund you would like to issue to the customer. For example, if the original sale was $100.00, and you are charging the client a restocking fee of $15.00, you would enter $85.00 in this field.

**Location**
From the drop down list, select the inventory location to which this product is being returned.

**Cost**
This is the inventory cost per unit. It defaults from the cost of the original sale of this item. If the invoice is not selected then the last cost of this inventory item is used.

**Notes**
This is an unlimited length memo field, in which you may enter as many notes and comments regarding this return as are required.

## *Summary Information*

**Inventory Value**
This amount represents the value at which the returned item is to be brought back into inventory. If you selected the original invoice, the cost of goods sold as recorded on that invoice is automatically defaulted in this field. When the return is processed, the returned items will be brought into inventory at that value, and cost of goods sold will be reduced accordingly by the same amount.

**Value of Items to be returned from original invoice**
This is the sum of the Received Total

**Less Restocking Charge**
This is the sum of all restocking fees for this RMA.

**Amount to be Refunded**
This amount is the total amount to be refunded to the customer, excluding sales taxes.

**Total Refund**
This amount is the total amount to be refunded to the customer, including sales taxes. These are calculated fields and may not be modified.

**Recalculate Totals**
If the totals have not refreshed after entering the RMA, then click on this button to update the totals.

**Save the RMA**
After entering this information, you would normally click on the "Save" button to save the RMA entry. However, as previously mentioned you may continue from this point and immediately process the return.

## *STATUS SECTION*

When you are ready to process the return, with the appropriate RMA number on screen, you would do the following:

1. Ensure that the Date Received field reflects the actual return date. If it is empty, the current date will automatically be defaulted.

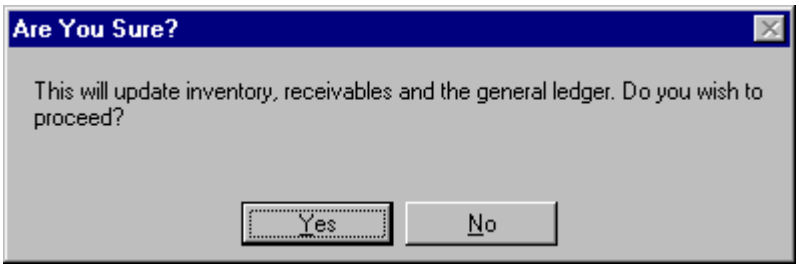
2. Optionally click on the "Print" button to print preview the RMA confirmation document.

3. Click on the "Process" button.

---

**Print Button**
You can click this button to print the RMA at any stage. Please note that you may print preview the RMA confirmation at any time, both before and after the RMA has been processed.

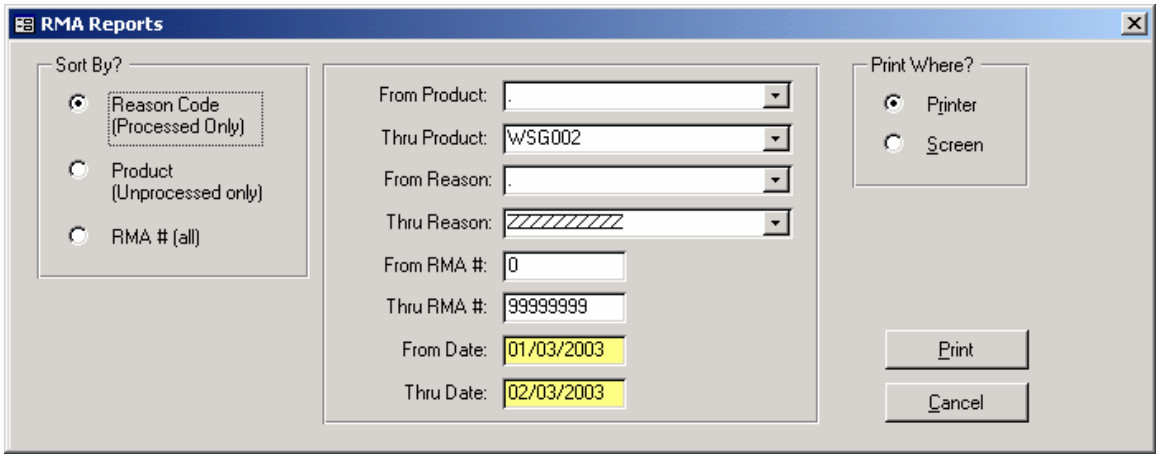
**Process Button**
When you have received the merchandise and are ready to process and post the RMA to the G/L, click the "Process" button. It will be grayed out if the RMA has already been processed. The following screen will be displayed:




Click Yes to post the RMA transaction; click No to cancel the request.

## 17.2.5 RMA REPORTS

The RMA report selection screen gives you the option to print one of three reports, and for each report you may enter a multitude of selection criteria. The selection criteria that may be entered are:




1. A range of products
2. A range of reasons
3. A range of RMA numbers
4. A range of dates (note this refers to the date entered, not the other dates).

The three variations of the report, which are selected by clicking the appropriate selection button in the Sort By box on the selection screen, are as follows:

**Report by Reason Code (Processed Only)**
This lists under a sub heading for each Reason Code all the processed RMA's for that Reason Code. Note that this report only includes RMA's which have been processed.

**Report by Product (Unprocessed Only)**
This report groups RMA's by Product, and includes only processed RMA's.

**Report by RMA Number (All)**
This report, which includes all RMA's whether processed or not, lists information by individual RMA, and is a summary of the information which displays on the RMA screen.

# 17.3 Landed Cost Tracking

Landed Cost Tracking is an Elite feature

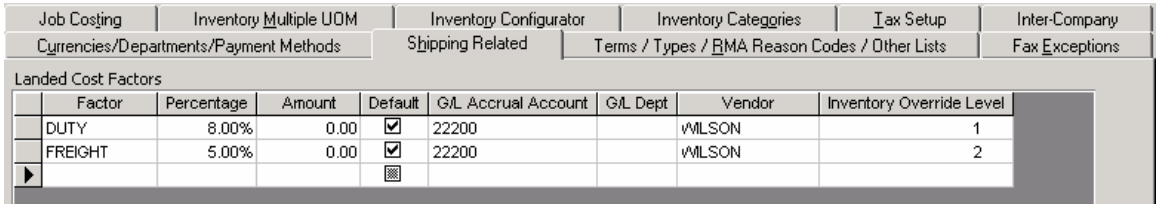
This Elite module is intended to facilitate the inclusion of landed cost factors, such as duty, freight, etc., into the inventory cost of received purchase orders.

The estimated amount of each landed cost factor will be added to the supplier cost on the one hand, and accrued as a liability on the other hand. When an invoice is received from, for example, the carrier or broker, it will be set off against the accrued landed cost factor.

The landed cost module is built into the Purchase Order Accounts Payable module of Blue Link Solutions. In addition, there are set up options in the System Interface and Inventory screens.

## 17.3.1 Setting Up Landed Cost Factors

Before making use of landed cost tracking, it is necessary to define the different landed cost factors that you will use. In order to do this, go to **System Maintenance | System Master Lists | Shipping Related** tab. The following screen is displayed:




Use this screen to define as many landed cost factors as you are likely to require. For each landed cost factor you need to define the following fields of information:

**Factor**
Give the landed cost factor a name (such as Duty, Freight, etc.).

**Percentage**
If this factor is to be estimated as a percentage of the supplier cost, enter that percentage here.

**Amount**
Alternatively, if the factor is to be estimated based on a flat amount per purchase order, enter that amount here. Note that if you enter an amount here, any previously entered percentage is reset to zero.

**Default**
Check this check box if you wish this landed cost factor to be automatically defaulted on every purchase order for which landed costs are defined. If you do not check this box, you will have to manually add this factor to purchase orders.

**General Ledger Account**
From the combo box (drop down list), select the General Ledger liability account to which the accrual for any estimates of this factor should be credited.

**Vendor**
Enter the default Vendor for this factor. It may be overridden at the time of the purchase order or purchase order receipt.

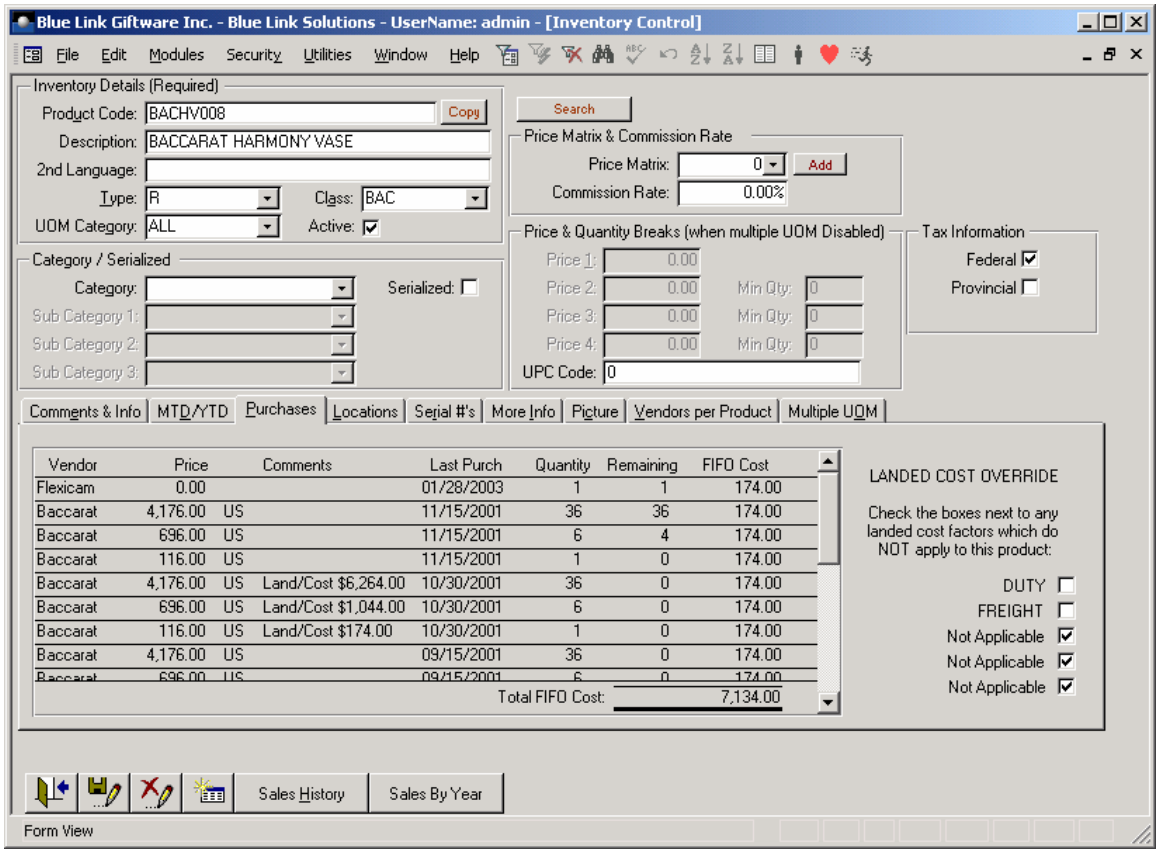
**Inventory override**
You may optionally enter a number between one and five in this field. Each number may only be entered for one factor. This will be used to define inventory item overrides, if required (see below).

## 17.3.2 INVENTORY ITEM OVERRIDES

If you defined any of the landed cost factors as being subject to inventory item override, you may now define the inventory items to which these factors are not to be applied. In order to do so, go to the Inventory maintenance screen, and do the following for each item as required:

Recall the item to the screen

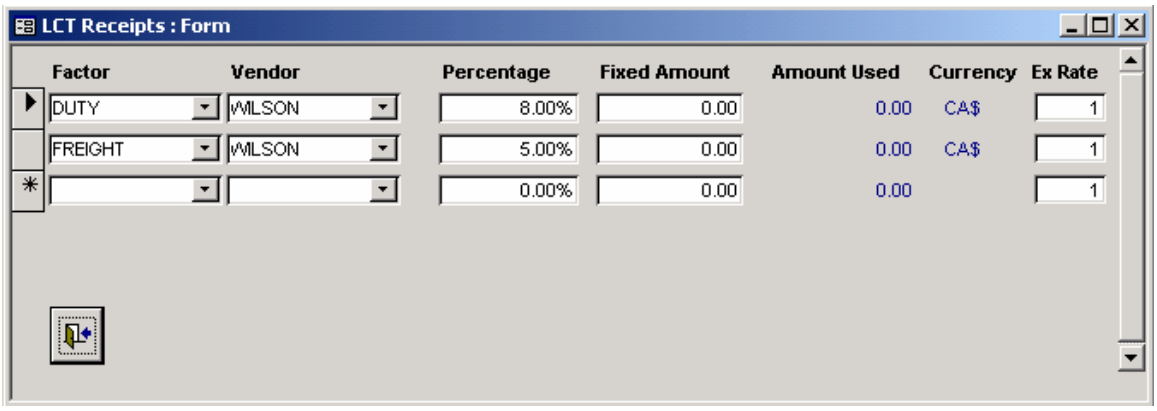
Click on the "Purchases" tab. The following screen will be displayed:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Inventory Control]
File Edit Modules Security Utilities Window Help
Inventory Details (Required)
Product Code: BACHV008
Copy
Description: BACCARAT HARMONY VASE
2nd Language:
Type: R
Class: BAC
UOM Category: ALL
Active:
Search
Price Matrix & Commission Rate
Price Matrix: 0
Add
Commission Rate: 0.00%
Price & Quantity Breaks (when multiple UOM Disabled)
Price 1: 0.00
Price 2: 0.00 Min Qty: 0
Price 3: 0.00 Min Qty: 0
Price 4: 0.00 Min Qty: 0
UPC Code: 0
Tax Information
Federal
Provincial
Category / Serialized
Category:
Serialized:
Sub Category 1:
Sub Category 2:
Sub Category 3:
Comments & Info | MTD/YTD | Purchases | Locations | Serial #'s | More Info | Picture | Vendors per Product | Multiple UOM
Vendor Price Comments Last Purch Quantity Remaining FIFO Cost
Flexicam 0.00 01/28/2003 1 1 174.00
Baccarat 4,176.00 US 11/15/2001 36 36 174.00
Baccarat 696.00 US 11/15/2001 6 4 174.00
Baccarat 116.00 US 11/15/2001 1 0 174.00
Baccarat 4,176.00 US Land/Cost $6,264.00 10/30/2001 36 0 174.00
Baccarat 696.00 US Land/Cost $1,044.00 10/30/2001 6 0 174.00
Baccarat 116.00 US Land/Cost $174.00 10/30/2001 1 0 174.00
Baccarat 4,176.00 US 09/15/2001 36 0 174.00
Total FIFO Cost: 7,134.00
LANDED COST OVERRIDE
Check the boxes next to any landed cost factors which do NOT apply to this product:
DUTY
FREIGHT
Not Applicable
Not Applicable
Not Applicable
Sales History
Sales By Year
Form View

In the "LANDED COST OVERRIDE" section, select the check boxes next to the Landed Cost Factors which are **NOT** to be applied to the current inventory item.
Remember to click on the "Save" button to save your changes.

## 17.3.3 SETTING UP LANDED COSTS FOR A PURCHASE ORDER

You may apply landed cost factors on purchase orders either when setting up the purchase order, or when receiving the purchase order. Therefore, from each of the Purchase Order screen and the Receive Purchase Order screen, you may click on the "Landed Costs..." button to pop up the Landed Costs accrual screen, which appears as follows:




If you have not already defined any landed costs for the current purchase order, the default landed costs are set up based on the "Default" check box in the Setup Landed Costs screen. If you have previously set up landed costs for this purchase order, the records you previously set up now display. Note that for defaulted costs you need to define the appropriate vendor.

You may add, delete or modify landed costs as required. Note that if you set up a percentage for any landed cost factor, the amount calculated is based on the line items for which the factor applies (and excludes those which have been set as override items for that factor). Please also note that, on the Received Purchase Order screen, only the received quantity is taken into account in apportioning the landed costs.

### 17.3.4 Posting Landed Costs

Before receiving a purchase order with landed costs, you must assign each landed cost factor to a vendor. When you receive a purchase order for which landed costs have been defined, the landed costs that you have set up are taken into account as follows:

| Note: | For Landed Costs to apply to a Purchase Order, the Landed Costs button must be clicked at either the creation of the Purchase Order or at the time of the receipt. If the Landed Costs button is not selected, landed costs will not be applied to this order. |
|---|---|

1. Each landed cost amount is converted to home currency dollars if applicable, using the Exchange Rate applied on the Received Purchase Order screen if the landed cost factor's currency is the same as the purchase order vendor's currency, otherwise convert it at the rate set up in the Currency's file.

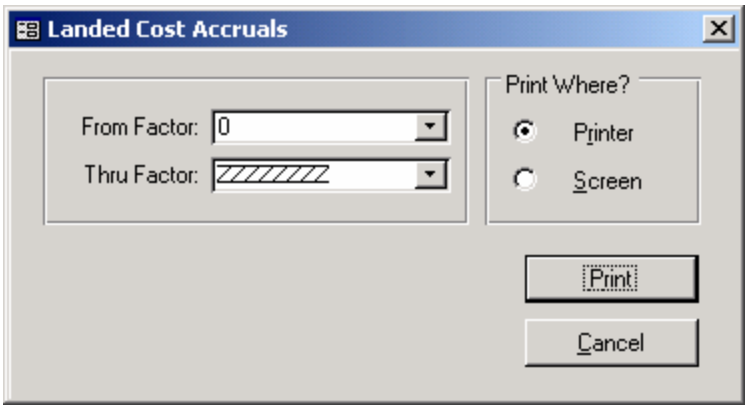
2. The landed costs are pro rated over the received inventory items (excluding those for which the factor has been set as an override). The pro-rated landed cost is then added to the supplier cost (again converted to home currency dollars) and this is the value that is used to place the item in inventory.

3. For each landed cost factor, an accrual is set up (in home currency dollars) in a General Ledger account as specified in the Setup Landed Costs screen

4. A Landed Cost Accruals file is updated with each landed cost factor accrued, and the supplier's accrual amount, against which invoices from suppliers and for landed cost factors will be pro rated on the Accounts Payable Voucher screen.

### 17.3.5 Reporting On Accrued Landed Costs

From the Elite Items menu, you may select the Landed Cost Accruals report. The following screen will be displayed:




**From/Thru Factor**
You can select a range of factors (the default being all factors) to include in the report. The report displays all currently accrued landed costs, grouped initially by General Ledger accrual account, and within each account grouped by vendor.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Sample Report**

02/03/2003 2:58:07 PM Page: 1 of 3

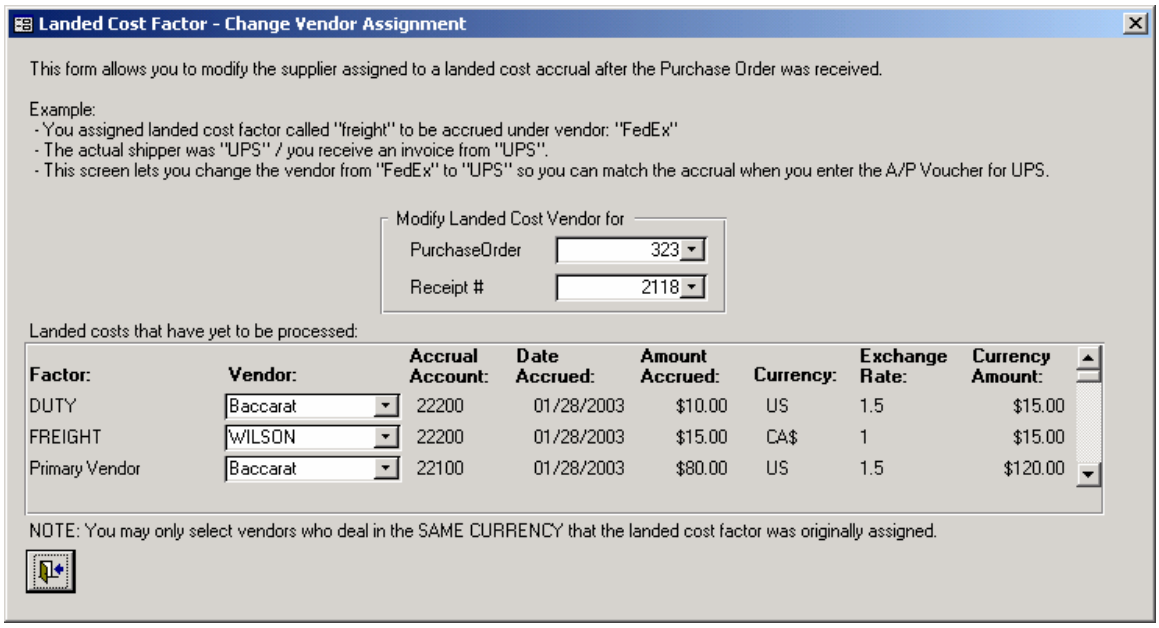
Blue Link Giftware Inc.
**Landed Cost Accruals**

Factors: 0 thru ZZZZZZZZ

| Accrual Account / Vendor | Currency | Date | PO # | Receipt | Factor | Native Currency: Accrual Amt. | Native Currency: Applied Amt. | Native Currency: Remaining Amt. | Home Currency (posted to G/L): Accrual Amt. | Home Currency (posted to G/L): Applied Amt. | Home Currency (posted to G/L): Remaining Amt. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 22100 | | | | | | | | | | | |
| PO RECEIVED ACCRUAL | | | | | | | | | | | |
| 11 | | 11 test | | | | | | | | | |
| | LR | 08/30/2002 | 52 | 59 | Primary Vendor | $200.00 | $0.00 | $200.00 | $440.00 | $0.00 | $440.00 |
| | | 08/30/2002 | 53 | 60 | Primary Vendor | $100.00 | $0.00 | $100.00 | $220.00 | $0.00 | $220.00 |
| AGOLDEN | | Albert Golden | | | | | | | | | |
| | CA$ | 08/30/2002 | 50 | 58 | Primary Vendor | $580.00 | $0.00 | $580.00 | $580.00 | $0.00 | $580.00 |
| | | 08/30/2002 | 54 | 62 | Primary Vendor | $107.50 | $0.00 | $107.50 | $107.50 | $0.00 | $107.50 |
| | | 08/30/2002 | 55 | 63 | Primary Vendor | $100.00 | $0.00 | $100.00 | $100.00 | $0.00 | $100.00 |
| | | 12/19/2002 | 61 | 2090 | Primary Vendor | $115.00 | $0.00 | $115.00 | $115.00 | $0.00 | $115.00 |
| | | 12/19/2002 | 61 | 2091 | Primary Vendor | $10.80 | $0.00 | $10.80 | $10.80 | $0.00 | $10.80 |
| | | 01/27/2003 | 309 | 2109 | Primary Vendor | $100.00 | $0.00 | $100.00 | $100.00 | $0.00 | $100.00 |
| | | 01/27/2003 | 310 | 2110 | Primary Vendor | $1,000.00 | $0.00 | $1,000.00 | $1,000.00 | $0.00 | $1,000.00 |
| | | 01/27/2003 | 311 | 2111 | Primary Vendor | $1,100.00 | $0.00 | $1,100.00 | $1,100.00 | $0.00 | $1,100.00 |
| | | 02/03/2003 | 328 | 2122 | Primary Vendor | $2,138.00 | $0.00 | $2,138.00 | $2,138.00 | $0.00 | $2,138.00 |

## 17.3.6 LANDED COST ACCRUALS CHANGE VENDOR

This form is designed to change the accrued vendor before the invoice is received. For example, when you were accruing freight you may have accrued it to FedEx. Now when the invoice comes in you find out that UPS actually shipped the product. By pulling up this form you may change the vendor from FedEx to UPS.

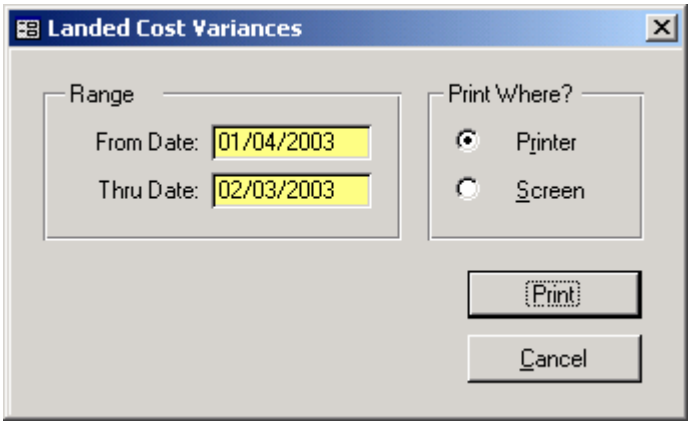

Landed Cost Factor - Change Vendor Assignment
This form allows you to modify the supplier assigned to a landed cost accrual after the Purchase Order was received.
Example:
- You assigned landed cost factor called "freight" to be accrued under vendor: "FedEx"
- The actual shipper was "UPS" / you receive an invoice from "UPS".
- This screen lets you change the vendor from "FedEx" to "UPS" so you can match the accrual when you enter the A/P Voucher for UPS.
Modify Landed Cost Vendor for
PurchaseOrder 323
Receipt # 2118
Landed costs that have yet to be processed:
Factor: Vendor: Accrual Account: Date Accrued: Amount Accrued: Currency: Exchange Rate: Currency Amount:
DUTY Baccarat 22200 01/28/2003 $10.00 US 1.5 $15.00
FREIGHT WILSON 22200 01/28/2003 $15.00 CA$ 1 $15.00
Primary Vendor Baccarat 22100 01/28/2003 $80.00 US 1.5 $120.00
NOTE: You may only select vendors who deal in the SAME CURRENCY that the landed cost factor was originally assigned.

1. Select the Purchase Order this invoice relates to
2. Select the Receipt # from this Purchase Order
3. Select the factor whose vendor needs to be changed
4. Exit when you are done

Now the invoice will be accrued under the new vendor.

### 17.3.7 REPORTING ON LANDED COST VARIANCES

To track what variances have been posted by the Landed Cost Tracking system, choose the Landed Cost Variances report from the Elite Items menu. The following screen will display:

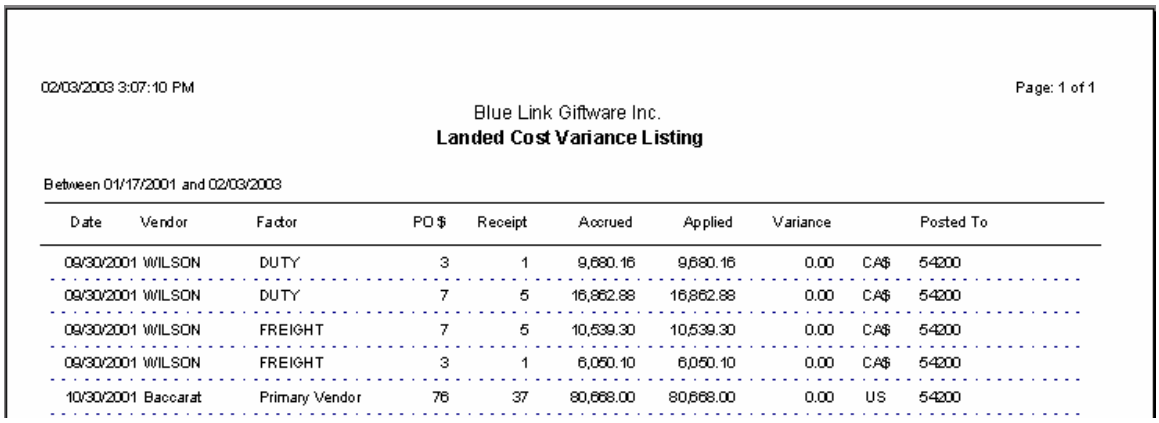



**From / Thru Date:**
Choose the period for which you want to generate the report.

**Note:** The dates referred to are dates of the accruals, i.e. the dates that the Accounts Payable vouchers were processed using the Landed Costs on the report)

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

**Sample Report**



02/03/2003 3:07:10 PM Page: 1 of 1

Blue Link Giftware Inc.

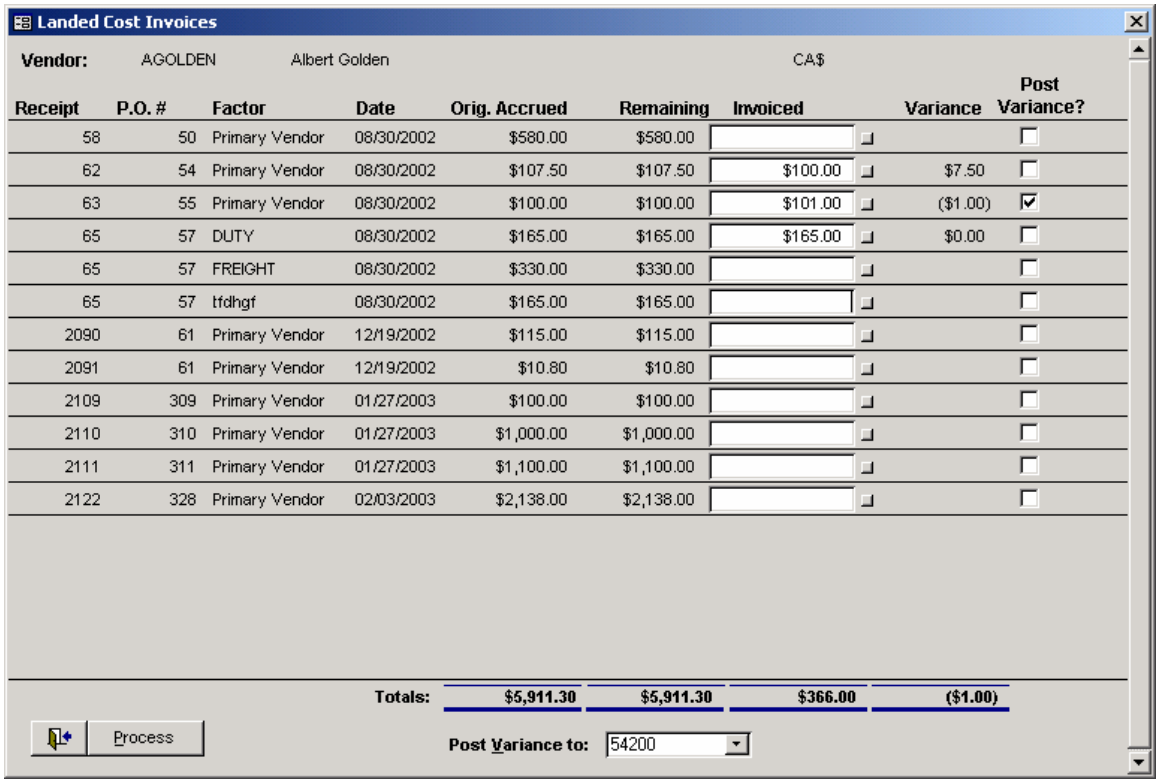
**Landed Cost Variance Listing**

Between 01/17/2001 and 02/03/2003

| Date | Vendor | Factor | PO $ | Receipt | Accrued | Applied | Variance | | Posted To |
|---|---|---|---|---|---|---|---|---|---|
| 09/30/2001 | WILSON | DUTY | 3 | 1 | 9,680.16 | 9,680.16 | 0.00 | CA$ | 54200 |
| 09/30/2001 | WILSON | DUTY | 7 | 5 | 16,862.88 | 16,862.88 | 0.00 | CA$ | 54200 |
| 09/30/2001 | WILSON | FREIGHT | 7 | 5 | 10,539.30 | 10,539.30 | 0.00 | CA$ | 54200 |
| 09/30/2001 | WILSON | FREIGHT | 3 | 1 | 6,050.10 | 6,050.10 | 0.00 | CA$ | 54200 |
| 10/30/2001 | Baccarat | Primary Vendor | 76 | 37 | 80,668.00 | 80,668.00 | 0.00 | US | 54200 |

## 17.3.8 APPLYING LANDED COST ACCRUALS AGAINST VENDOR INVOICES

When processing an invoice from a vendor for which landed costs have been accrued (this includes the product supplier), use the Accounts Payable Voucher screen as usual. If there are Landed Costs on file for this vendor then the following form will appear:



Landed Cost Invoices

Vendor: AGOLDEN Albert Golden CA$

| Receipt | P.O. # | Factor | Date | Orig. Accrued | Remaining | Invoiced | Variance | Post Variance? |
|---|---|---|---|---|---|---|---|---|
| 58 | 50 | Primary Vendor | 08/30/2002 | $580.00 | $580.00 | | | ☐ |
| 62 | 54 | Primary Vendor | 08/30/2002 | $107.50 | $107.50 | $100.00 | $7.50 | ☐ |
| 63 | 55 | Primary Vendor | 08/30/2002 | $100.00 | $100.00 | $101.00 | ($1.00) | ☑ |
| 65 | 57 | DUTY | 08/30/2002 | $165.00 | $165.00 | $165.00 | $0.00 | ☐ |
| 65 | 57 | FREIGHT | 08/30/2002 | $330.00 | $330.00 | | | ☐ |
| 65 | 57 | tfdhgf | 08/30/2002 | $165.00 | $165.00 | | | ☐ |
| 2090 | 61 | Primary Vendor | 12/19/2002 | $115.00 | $115.00 | | | ☐ |
| 2091 | 61 | Primary Vendor | 12/19/2002 | $10.80 | $10.80 | | | ☐ |
| 2109 | 309 | Primary Vendor | 01/27/2003 | $100.00 | $100.00 | | | ☐ |
| 2110 | 310 | Primary Vendor | 01/27/2003 | $1,000.00 | $1,000.00 | | | ☐ |
| 2111 | 311 | Primary Vendor | 01/27/2003 | $1,100.00 | $1,100.00 | | | ☐ |
| 2122 | 328 | Primary Vendor | 02/03/2003 | $2,138.00 | $2,138.00 | | | ☐ |
| | | | Totals: | $5,911.30 | $5,911.30 | $366.00 | ($1.00) | |

Process

Post Variance to: 54200

Each currently accrued landed cost for the vendor displays on this screen. Note that a separate line displays for each receipt of a purchase order if one purchase order was received in multiple shipments.

**Vendor**
The vendor code, name and native currency.

**Receipt**
The receipt number assigned by the system.

**P.O. #**
The Purchase Order number this was received against.

**Factor**
Default to "Primary Vendor". If it is a freight or duty factor then that description will display.

**Accrued**
The amount of the purchase order that was accrued.

**Invoiced**
Enter the actual amount (in the vendor's native currency) billed on the current invoice.

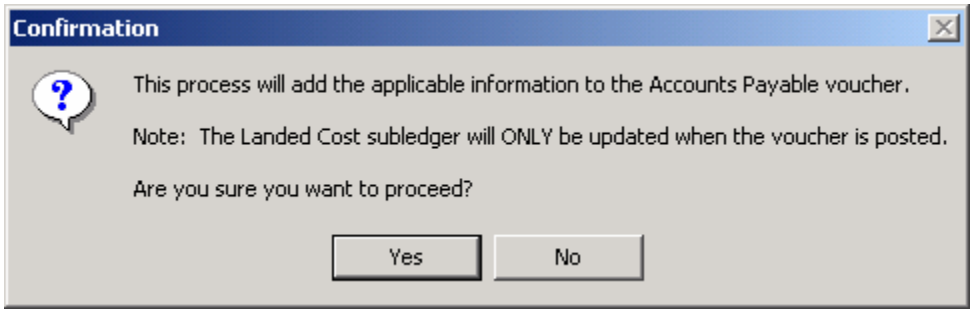
**Variance**
The variance field calculates the difference between the amount you originally accrued and the actual invoice amount.

**Post Variance**
If you want the variance posted then check this box otherwise the variance will remain open. This feature is designed for times when the vendor will send you partial invoices for one receipt. If you posted the variance, the difference will go to a Landed Cost Variance account. However, you know that there isn't a variance but rather that this is only the first portion of the invoice.

**Totals Row**
This row totals all the rows above it.

**Post Variance to:**
From the drop down list supplied for this purpose at the bottom of the screen, select the General Ledger account to which you wish to allocate the variance. Please note that variances will not automatically change inventory values, as it would be unclear as to whether the items have been sold or are still in inventory. It is up to the user to determine how to apply any landed cost variance.

**Process Button**
When you have finished recording the invoiced amounts, and specified the variance account, click on the "Process" button. The following screen will be displayed:


Confirmation
This process will add the applicable information to the Accounts Payable voucher.
Note: The Landed Cost subledger will ONLY be updated when the voucher is posted.
Are you sure you want to proceed?
Yes
No

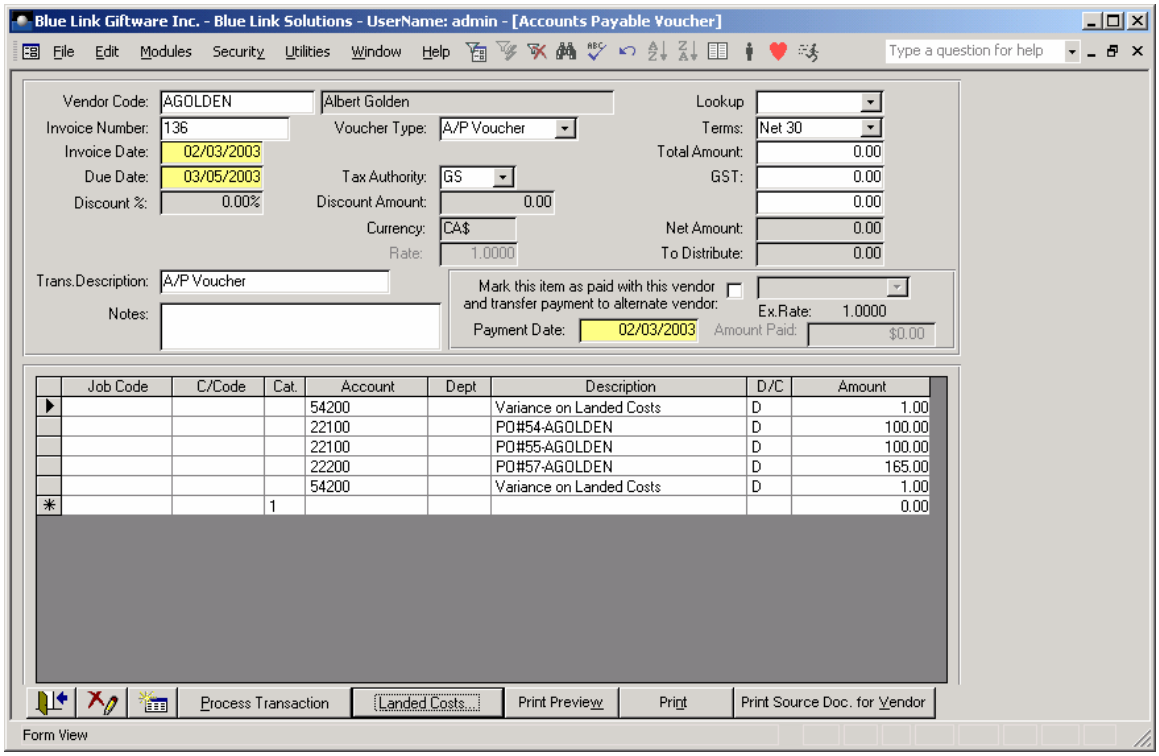
Click Yes to proceed or click No to cancel the request. If you click Yes you will return to the AP Voucher screen.

The appropriate distribution lines are added to the details section of your Accounts Payable Voucher, offsetting the accrued liability and allocating the variance to the specified account.

The accruals against which you applied invoiced amounts are marked as fully allocated, and will no longer

display on the landed cost screens.

You may then continue processing the accounts payable voucher as normal.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Accounts Payable Voucher]
File Edit Modules Security Utilities Window Help
Type a question for help
Vendor Code: AGOLDEN
Albert Golden
Lookup
Invoice Number: 136
Voucher Type: A/P Voucher
Terms: Net 30
Invoice Date: 02/03/2003
Total Amount: 0.00
Due Date: 03/05/2003
Tax Authority: GS
GST: 0.00
Discount %: 0.00%
Discount Amount: 0.00
0.00
Currency: CA$
Net Amount: 0.00
Rate: 1.0000
To Distribute: 0.00
Trans.Description: A/P Voucher
Notes:
Mark this item as paid with this vendor and transfer payment to alternate vendor:
Ex.Rate: 1.0000
Payment Date: 02/03/2003
Amount Paid: $0.00
Job Code | C/Code | Cat. | Account | Dept | Description | D/C | Amount
54200 | Variance on Landed Costs | D | 1.00
22100 | PO#54-AGOLDEN | D | 100.00
22100 | PO#55-AGOLDEN | D | 100.00
22200 | PO#57-AGOLDEN | D | 165.00
54200 | Variance on Landed Costs | D | 1.00
1 | 0.00
Process Transaction
Landed Costs...
Print Preview
Print
Print Source Doc. for Vendor
Form View

# 17.4Freight Management

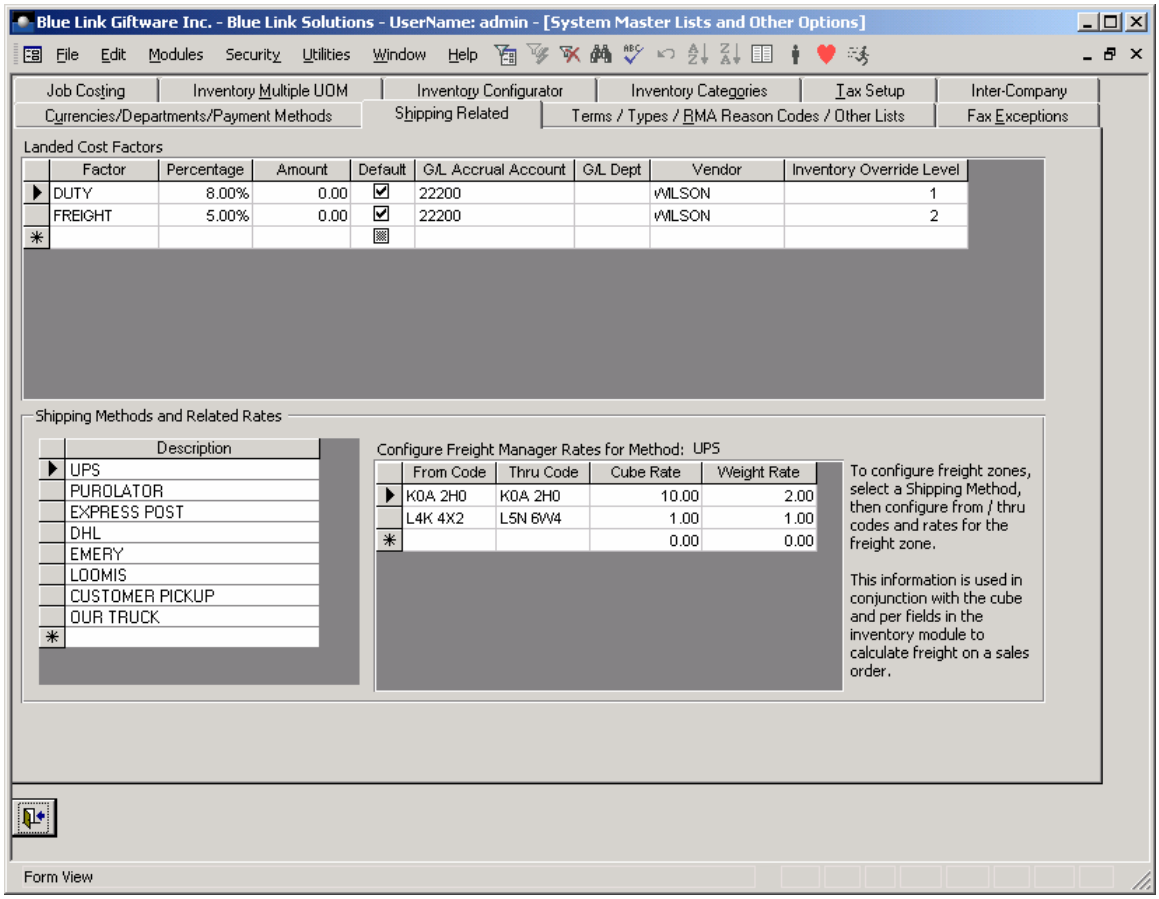
Freight Management is an Elite feature

This module, available in Elite and integrated with the sales order and inventory modules, facilitates calculating freight charges to customers based on the carrier, the zone (usually based on postal code – this is only applicable in Canada), and either the weight or the cubic measurement of the shipment.

The module also optionally facilitates tracking the shipper's waybill number and additional shipping information.

## 17.4.1 SET-UP AND PREPARATION

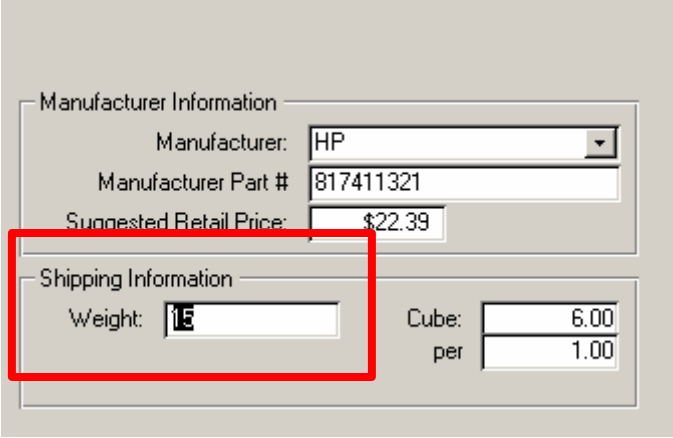
**Rates/Zones**
To define freight rates and zones, go to **System Maintenance | System Master Lists | Shipping Related**. The following screen will be displayed:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Landed Cost Factors
Factor | Percentage | Amount | Default | G/L Accrual Account | G/L Dept | Vendor | Inventory Override Level
DUTY | 8.00% | 0.00 | 22200 | WILSON | 1
FREIGHT | 5.00% | 0.00 | 22200 | WILSON | 2
Shipping Methods and Related Rates
Description
UPS
PUROLATOR
EXPRESS POST
DHL
EMERY
LOOMIS
CUSTOMER PICKUP
OUR TRUCK
Configure Freight Manager Rates for Method: UPS
From Code | Thru Code | Cube Rate | Weight Rate
K0A 2H0 | K0A 2H0 | 10.00 | 2.00
L4K 4X2 | L5N 6W4 | 1.00 | 1.00
0.00 | 0.00
To configure freight zones, select a Shipping Method, then configure from / thru codes and rates for the freight zone.
This information is used in conjunction with the cube and per fields in the inventory module to calculate freight on a sales order.
Form View

For each Shipping Method defined, you can configure the rates and zones. Click on the shipping method on the left and then enter the rates and zones on the right for that shipping method.

For each range of zones, you may enter the freight charge in local currency based on weight and/or based on cubic measurement.

## 17.4.2 INVENTORY INFORMATION



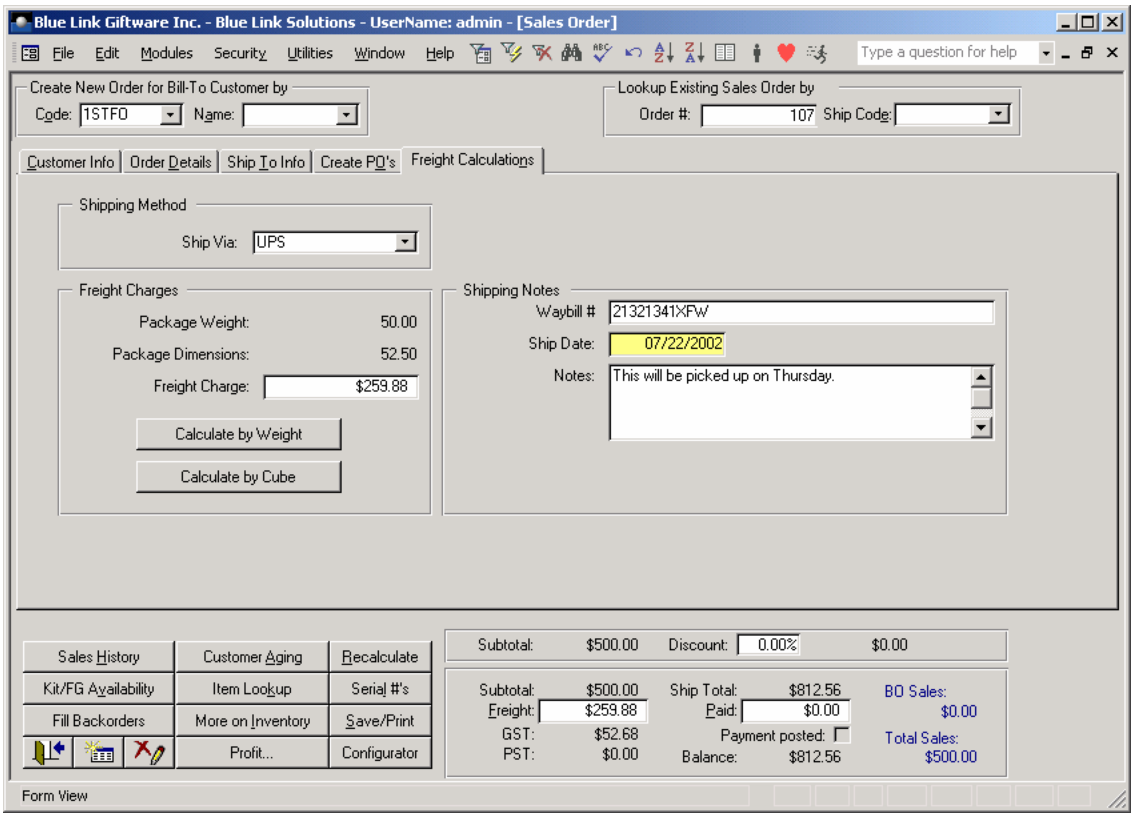

**Weight**
Go to the **Enter/Change Inventory Item** screen to define the Weight if you intend to calculate freight charges based on weight. The weight would be per selling unit of measure. It can be any kind of measurement that you require.

**Cube and Quantity**
Additionally, if you intend to charge freight based on cubic measurement, you would enter the cubic measurement in the "Cube" field, and the number of selling units of measure included in that cube in the "per" field.

For example, if you typically package 12 units in a box with a dimension of 6 cubic feet, then you would enter the dimension of the box as your cube, and 12 as the "per" amount.

## 17.4.3 CALCULATING FREIGHT CHARGES ON SALES ORDERS

After you have completed entering all the detail items for a Sales Order, click on the "**Freight Calculations**" tab on the Sales Order screen. The following screen will be displayed:




**Ship Via**
This is the method of shipment selected on the Customer Info tab in Order Entry and the "Ship Via" field. You can select different "Ship Via" methods in order to determine different freight charges for different shipping methods to see which method would be most cost effective.

**Package Weight**
The total weight of the packaged product based on the information defined in the inventory file.

**Package Dimensions**
The total size in cubic measurement of the packaged product based on the information defined in the inventory file.

**Calculate by Weight Button**
If you wish the system to calculate a freight charge based on weight, click on the "Calculate by Weight" button.

**Calculate by Cube**
If you wish the system to calculate freight charges based on cube, click on the "Calculate by Cube" button.

**Notes**
You may enter miscellaneous notes related to shipping.

**Waybill #**
When actually shipping the order, you may enter the Waybill number, for future tracking purposes

**Ship Date**
When actually shipping the order, you may enter the shipping date, for future tracking purposes

### 17.4.4 TRACKING SHIPPING DETAILS

The **History** tab **Enter/Change Customers** and the **History** tab in **Enter / View Prospect** is available from both the Maintain Customer screen, and Maintain Prospect screen (in the latter case, only for prospects who are customers). It only shows up for posted invoice.

When displaying a customer's invoice history on this screen, you may scroll to the right (using the horizontal scroll bar) to view the waybill number and shipping date for each item on the list.

# 17.5 The Configurator

The Configurator is an Elite feature

The Configurator is based on Inventory Categories. Products belonging to a particular category can be related to products belonging in another category.

***Example: Selling Office Furniture ensembles***

Let's say you operate a office supply store. You sell furniture in addition to the various supplies and office equipment. You have an item called the "walnut suite" where the purchaser can have their choice of a desk, chair and a bookcase.

You'd like to simplify the life of your salespeople and limit the products they see when placing the order to those relevant to this order.

In this case, you would define one product, the "Walnut Suite" and add it to a category called "Walnut Suite". (Categories are defined in the System Interface, Configurator tab).

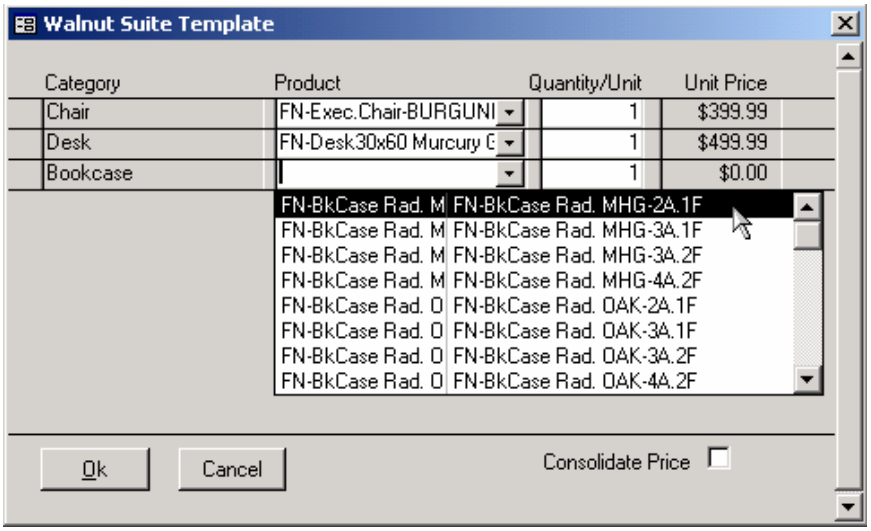
You'd also define categories for the other standard products (chairs, desks, and bookshelves) and associate those categories with the inventory items that should belong to those categories.

Once you've defined all the categories and associated them with inventory items, you then define the configurator template.

In **System Maintenance | System Master Lists | Inventory Configurator** tab, select the "Walnut Suite" tab from the categories list. On the template side, select those categories who's products should appear when an item from the Walnut Suite is sold. (In this example, the chair, desk and bookcase categories have been added.)

Once a template has been designed, it can be used in the sales order module.

For this example, we've opened a new sales order and added a product that belonged to the Walnut Suite category of products. We then clicked the configurator tab to display the following screen:




Notice how the categories defined in the template in System Master appear on the left, and a list of product belonging to those categories appears in the middle.

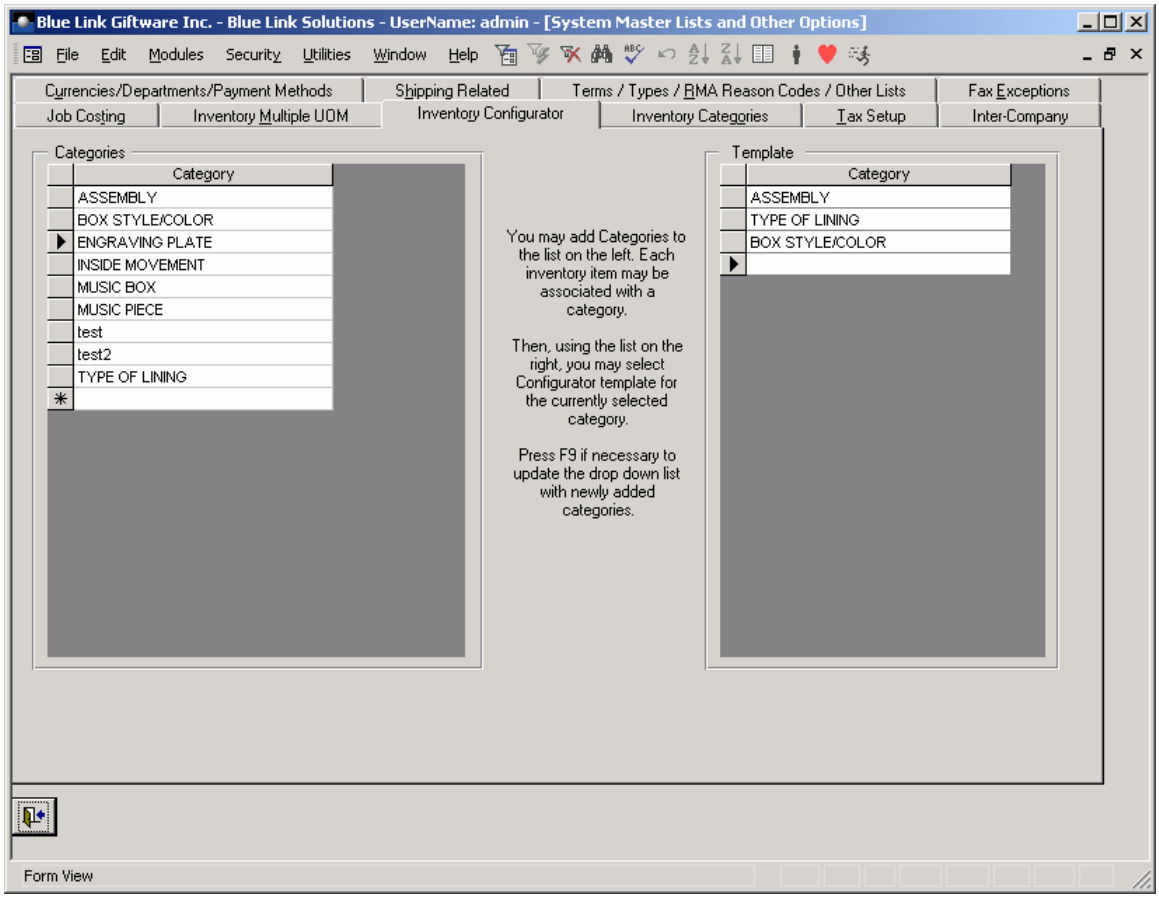
The user is therefore prompted to select a chair, desk, and bookcase.

In addition, the user has the option to consolidate the price, or to list each product's price individually.

The remainder of this section explores the screens introduced here in more detail.

## 17.5.1 INVENTORY CATEGORIES

Go to **System Maintenance | System Master Lists | Inventory Configurator** tab:


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [System Master Lists and Other Options]
File Edit Modules Security Utilities Window Help
Currencies/Departments/Payment Methods
Shipping Related
Terms / Types / RMA Reason Codes / Other Lists
Fax Exceptions
Job Costing
Inventory Multiple UOM
Inventory Configurator
Inventory Categories
Tax Setup
Inter-Company
Categories
Category
ASSEMBLY
BOX STYLE/COLOR
ENGRAVING PLATE
INSIDE MOVEMENT
MUSIC BOX
MUSIC PIECE
test
test2
TYPE OF LINING
You may add Categories to the list on the left. Each inventory item may be associated with a category.
Then, using the list on the right, you may select Configurator template for the currently selected category.
Press F9 if necessary to update the drop down list with newly added categories.
Template
Category
ASSEMBLY
TYPE OF LINING
BOX STYLE/COLOR
Form View

**Categories**
In the list on the left-hand side of the screen, you may define your standard inventory categories (which are used exclusively by the Configurator function).

**Templates**
In the list on the right hand side, you may create a template of other categories for the category that is currently selected on the left-hand side.

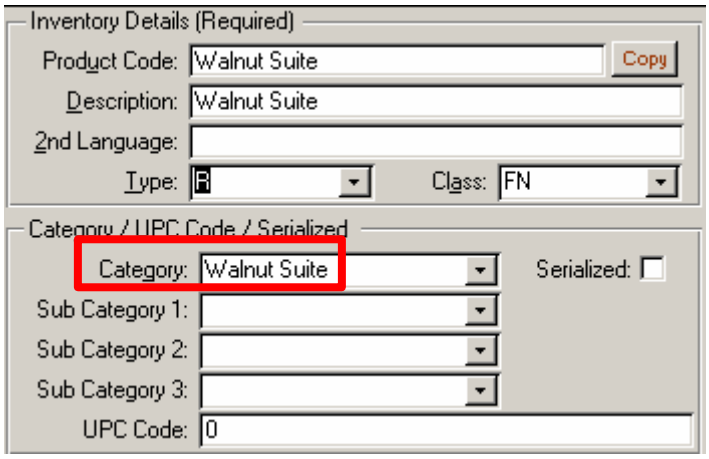
**Creating New Templates**
Select the required category on the left-hand side, and enter (or select from drop down lists) the appropriate categories on the right hand side that make up the template.

For example, if you select the category "Computer" on the left-hand side, you may then enter the appropriate categories on the right hand side for memory, hard drive, monitor, etc.

## 17.5.2 DEFINE INVENTORY ITEMS TO CATEGORIES

From the **Production/Inventory Management | Inventory | Enter/Change Inventory Items** screen, select the appropriate category from the drop down list for each inventory item you wish to use with the Configurator.

The following screen will be displayed:




This is a necessary prerequisite to using the Configurator feature.

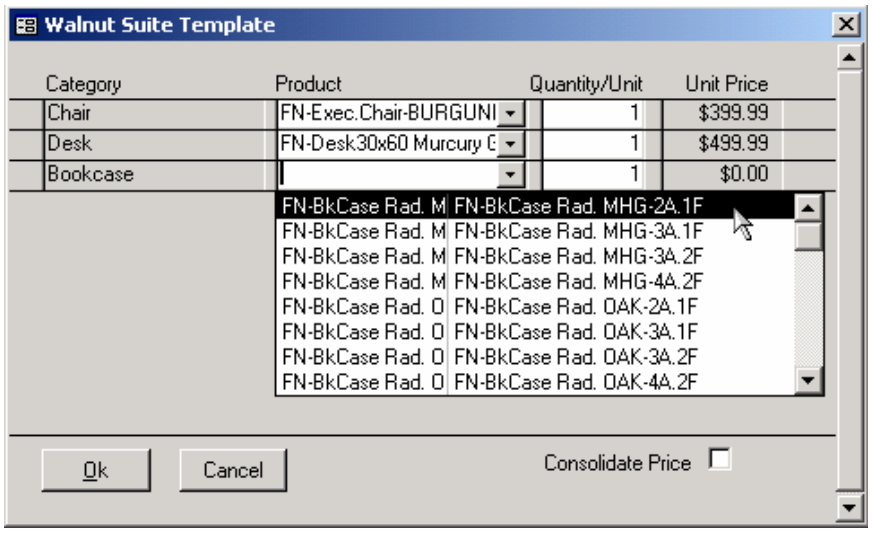
## 17.5.3 USING THE CONFIGURATOR

1. On the Sales Order screen, switch to the "Order Details" tab.

2. Enter a detailed item which, in the Inventory file, belongs to a category which has a Configurator template defined. (i.e. the "Walnut Suite")

3. With your cursor on that detailed item, click on the "Configurator" button near the bottom of the screen.

4. The following Configurator screen will be displayed:




5. For each category defined as belonging to this template, a line appears on the Configurator screen.

6. Next to each category there is a drop down list, from which you may select the product code for each template category.

7. On each line, the drop down list only shows inventory items which have been assigned to the applicable

category.

8. When you have assigned product codes to all the template categories to be included for the sales order, click on the “OK” button to have those detail items added to your sales order. Alternatively, you may click on the “Cancel” button to cancel the configuration.

An additional option permits you to aggregate the suggested retail pricing of the template items under the product originally entered on the sales order.

To do this:
1. Check the “Consolidate Pricing” check box before clicking on the “OK” button.

2. This will add the selected template items to the sales order, but in this case, their retail price will be added to the default price of the product entered on the sales order, and the template items will be entered at a selling price of zero.

# 17.6 Fill Backorders

In Elite, a button has been added to the Sales Order screen labeled “Fill Backorders”. When you click this button with a sales order on screen it does the following for each detail item on that sales order which has a backorder quantity:

1. Checks whether there is sufficient inventory available to fill the backorder
2. If there is sufficient it moves the entire backorder quantity to the quantity column
3. If there is insufficient inventory available it moves as much inventory as is available from the backorder column to the quantity column
4. In either case, the inventory and location information are updated accordingly
5. The sales order is recalculated at the end of the process.

| | |
|---|---|
| **CAUTION:** | There is NO way to reverse the effects of the Fill Backorders screen, so it should NOT be used to perform “what-if” scenarios. It should only be used when you really do wish to fill all the backorders on a sales order. |

# 17.7 Contract Pricing

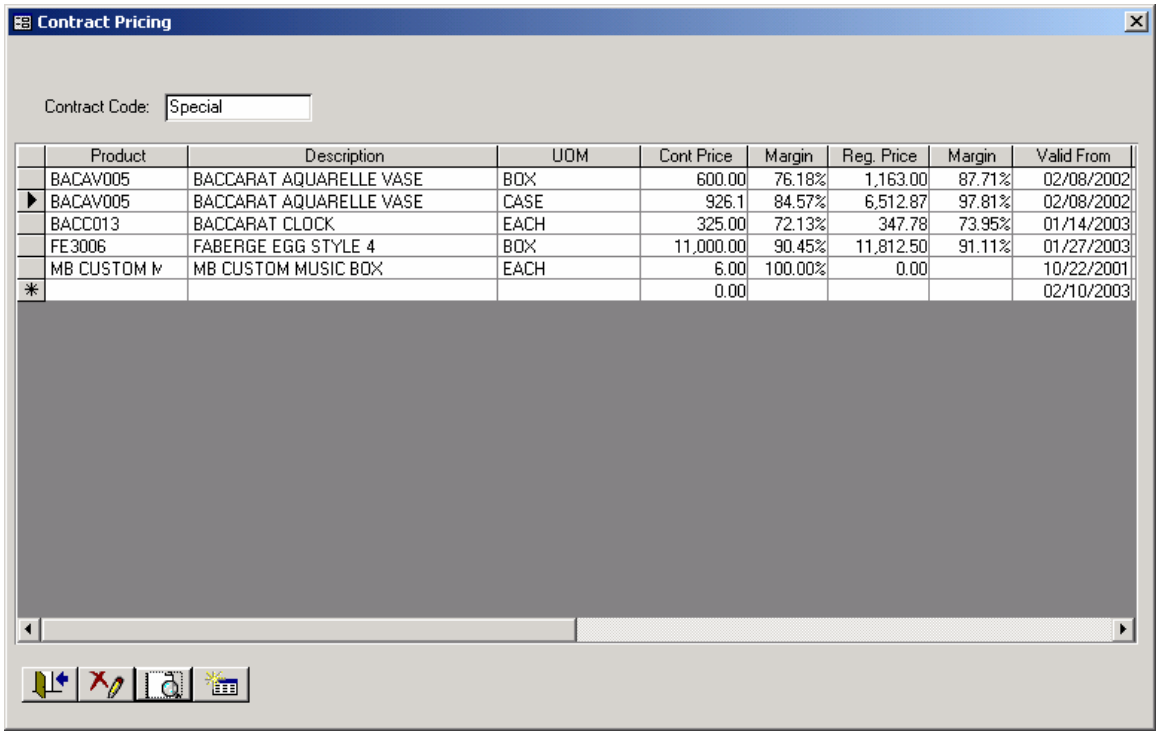
Contract Pricing is an Elite feature

In Elite, you can define special price lists for inventory items and assign these lists to one or more customers. This allows you to group your customers based on any special pricing they may receive while maintaining your default selling prices. For example, a contract called “US Pricing” could be defined to automatically charge the US dollar price to US dollar customers.

As an alternative, if you don’t plan on using contract pricing for any particular customer, you could assign all customers to a particular contract, then use that contract for promotions. Customers would automatically receive the promotional pricing for any items purchased during the promotional period defined for the item (i.e. before the contract pricing expires).
.

## 17.7.1 SETTING UP CONTRACTS

To define a new contract, go to **Elite Items | Maintain Contract Pricing**. The following screen displays:


Contract Pricing
Contract Code: Special
Product
Description
UOM
Cont Price
Margin
Reg. Price
Margin
Valid From
BACAV005 BACCARAT AQUARELLE VASE BOX 600.00 76.18% 1,163.00 87.71% 02/08/2002
BACAV005 BACCARAT AQUARELLE VASE CASE 926.1 84.57% 6,512.87 97.81% 02/08/2002
BACC013 BACCARAT CLOCK EACH 325.00 72.13% 347.78 73.95% 01/14/2003
FE3006 FABERGE EGG STYLE 4 BOX 11,000.00 90.45% 11,812.50 91.11% 01/27/2003
MB CUSTOM M MB CUSTOM MUSIC BOX EACH 6.00 100.00% 0.00 10/22/2001
0.00 02/10/2003

Use this screen to define as many contracts as you require. For each contract you need to define the following fields of information:

**Contract Code**
Give the contract a name (such as US Pricing, Spring Special, etc.).

**Product**
Choose the inventory item from the list that you are going to assign a special price to.

**Cont Price**
Enter the price you want to charge for this item for customers assigned to this contract.

**Margin**
This is a calculated field that will display the margin based on the Contract Price you entered.

**Reg. Price**
The default selling price (Price 1) defined in the Inventory records displays here.

**Margin**
This is a calculated field that will display the margin based on the Regular Price defined in the Inventory records.

**Valid From**
Enter the date that this special pricing offer begins for this item.

**Expiry**
Enter the date that this special pricing offer expires for this item. Leave this field blank is the special pricing is not time limited.

Note: Elite uses the computer's system clock, NOT the order date as recorded on the order entry screen, to determine whether or not the special pricing is still in effect.

## 17.7.2 EDITING AND DELETING CONTRACTS

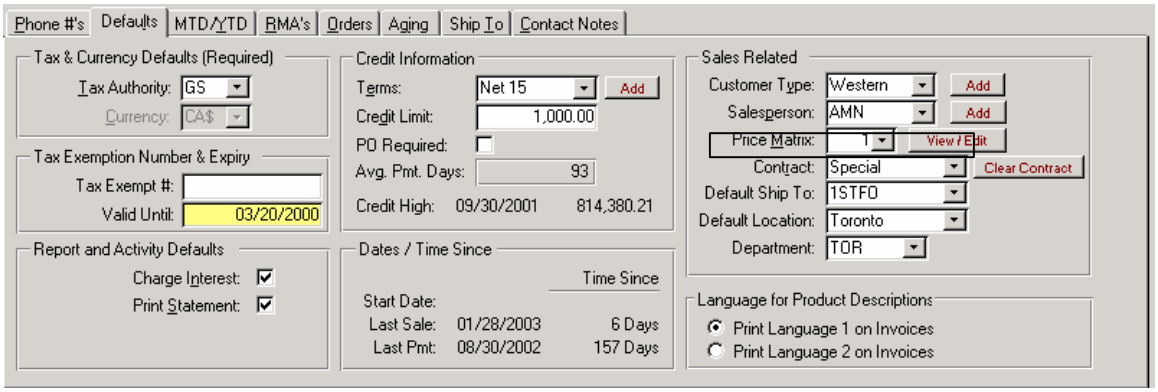
To edit an existing contract, use the Contract Code lookup field to recall an existing contract to screen. At this point you may modify Contract Prices, Valid From, and Expiry dates.

To add a new item, move the cursor to the blank field at the bottom of the list and choose an inventory item from the drop down list. To delete an item, select the entire line by clicking on the square gray box to the left of the product code, and then press the delete key on the keyboard. To delete the entire contract, click on the Delete button at the bottom of the screen. To enter a new contract, or to look up an existing contract after having entered or edited another contract, click on the New button to refresh the screen.

For a printed Contract Report, click on the preview button at the bottom of the screen.

## 17.7.3 ASSIGNING CONTRACTS TO CUSTOMERS

To assign a contract to a customer, you must open the customer record in Accounts Receivable. Go to the **Accounts Receivable | Enter / Change Customer** screen. Recall the appropriate customer, and then go to the **Defaults** tab. You will see the following:




To assign a contract to this customer, choose it from the drop down list. To remove a contract assigned to this customer, click on the Clear Contract button.

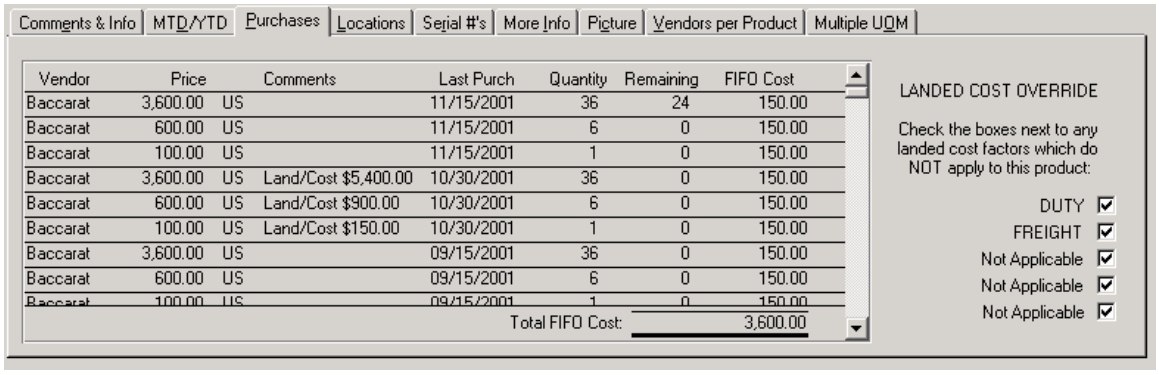
# 17.8 FIFO Costing

In Elite, the cost of goods sold postings from the Sales Order system are based on the average cost method by default. A flag in the System Interface | Inventory tab can be set so that the system used the First In First Out method instead.

When setting up a company, make sure that this flag is set to the method you intend to use BEFORE posting any inventory purchases or sales.

If you intend to change costing methods for an existing company, you must change the flag in the System Interface, and may need to post an adjusting G/L entry for any difference in the value of the FIFO vs. Average Inventory.

**FIFO Layers**
Each time an inventory item is purchased, the transaction is logged by the inventory system. The system tracks the vendor, purchase price, currency, landed cost, date purchased, and number of units purchased. The Sales Order system uses this information to calculate the number of remaining units that were purchased at that specific cost at the time of a sale. FIFO layers can be viewed on the **Purchases** tab of the **Inventory | Enter / Change Inventory Items** screen as shown below:


Comments & Info
MTD/YTD
Purchases
Locations
Serial #'s
More Info
Picture
Vendors per Product
Multiple UOM
Vendor Price Comments Last Purch Quantity Remaining FIFO Cost
Baccarat 3,600.00 US 11/15/2001 36 24 150.00
Baccarat 600.00 US 11/15/2001 6 0 150.00
Baccarat 100.00 US 11/15/2001 1 0 150.00
Baccarat 3,600.00 US Land/Cost $5,400.00 10/30/2001 36 0 150.00
Baccarat 600.00 US Land/Cost $900.00 10/30/2001 6 0 150.00
Baccarat 100.00 US Land/Cost $150.00 10/30/2001 1 0 150.00
Baccarat 3,600.00 US 09/15/2001 36 0 150.00
Baccarat 600.00 US 09/15/2001 6 0 150.00
Total FIFO Cost: 3,600.00
LANDED COST OVERRIDE
Check the boxes next to any landed cost factors which do NOT apply to this product:
DUTY
FREIGHT
Not Applicable
Not Applicable
Not Applicable

| | |
|---|---|
| **NOTE:** | **Changing Inventory Costing methods will have a significant impact on your accounting system. Any change in costing methods should be discussed with your account (and your Blue Link Solutions Dealer) before making any changes.** |

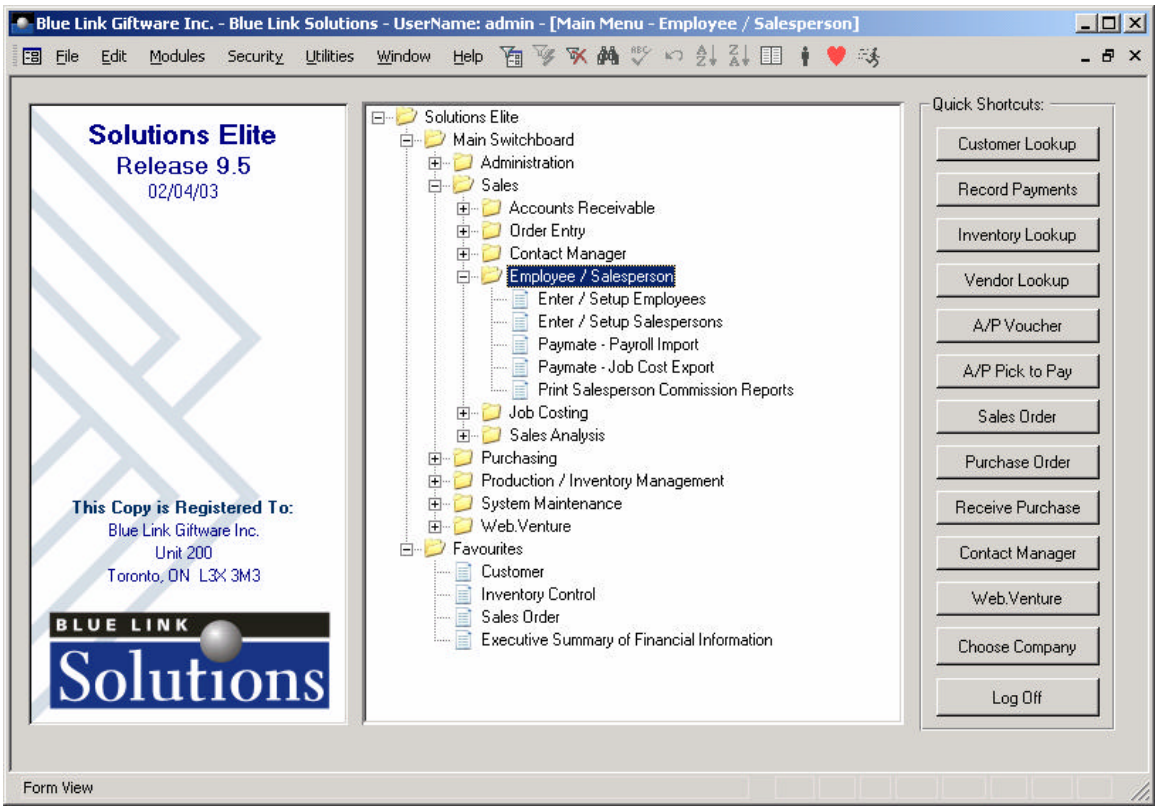
**FIFO Costing Report**
This report is accessed from the Inventory Module, under Inventory Information Reports. Use this program to get a report detailing available units and recent order information broken down on a layer by layer basis. The report lists the product code, description, location, date of order, units on hand, and total value (total units per layer x layer unit cost). The total inventory value of the printed items displays at the end of this report.

| | |
|---|---|
| Note: | Items that are not in stock, on sales order, or on back order do not appear on this report.) Use this report to reconcile your inventory to the GL asset account balances if you are using the FIFO costing method. If have chosen to use the average costing method, use the Availability Report. |

# 18: Employee & Salesperson

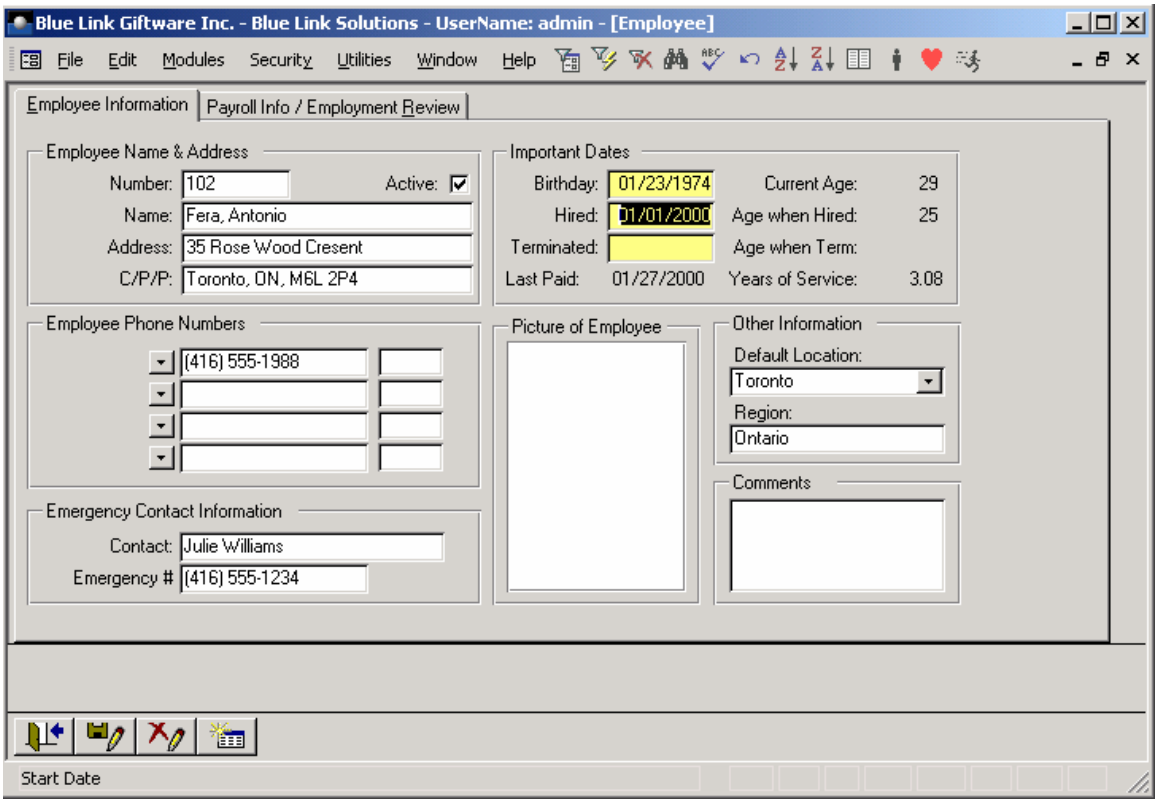
The Employee and Salesperson module is designed to manage the functions related to payroll and commission.

Access this module through **Sales | Employee / Salesperson** .



# 18.1 Enter / Setup Employees

Use this module to enter key Human Resources information about your employees.

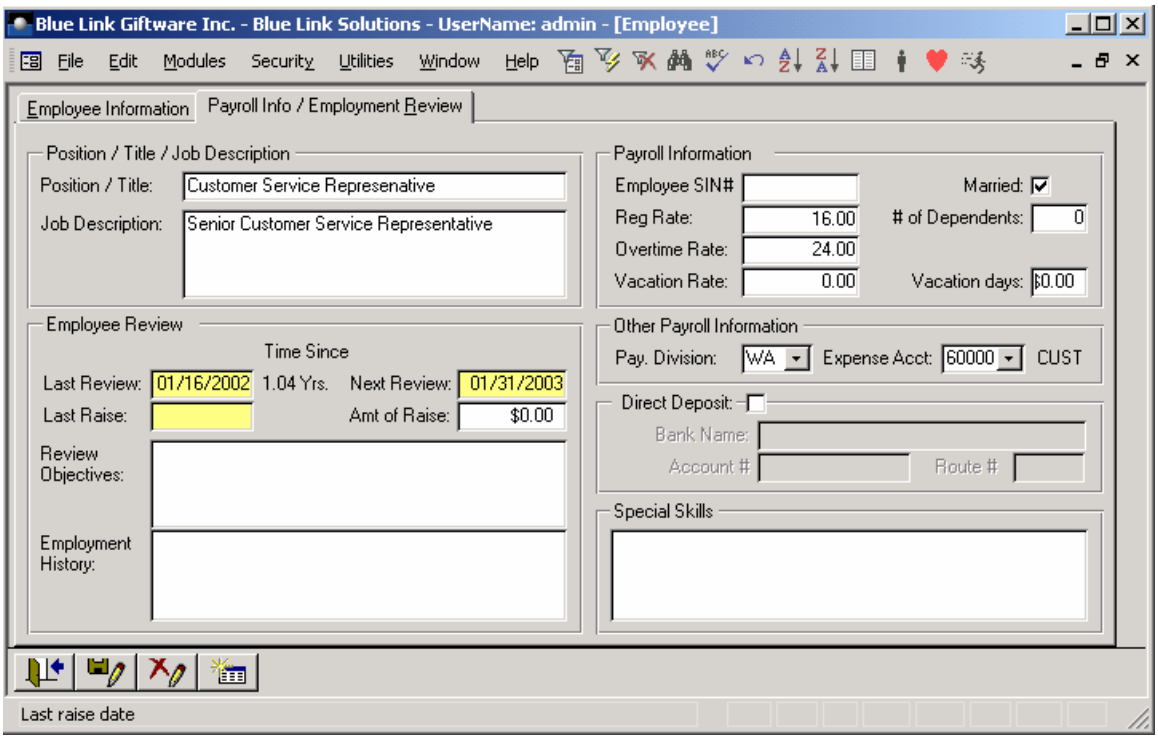



## 18.1.1 Employee Information

Enter information including:

- Employee Name and Address information
- Employee Phone Numbers
- Emergency Contact Information
- Important Dates
- Other information – including warehouse location, region and picture of employee.

### 18.1.2 PAYROLL INFO / EMPLOYMENT REVIEW

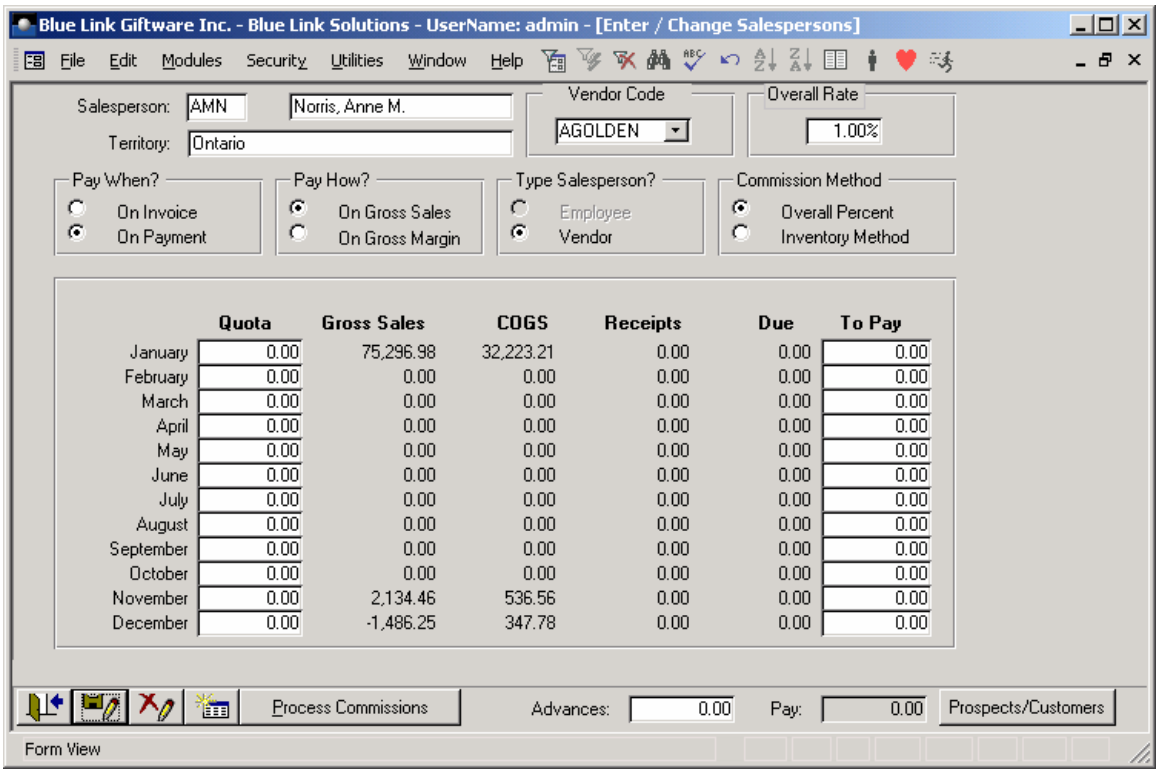



Enter Information including:

- Position /Title / Job Description
- Payroll Information – including salary and SIN#
- Employee Review – enter information on the employee's last review or employment history
- Other Payroll information

# 18.2 Enter/Setup Salespersons

A separate Salesperson system has been designed for you to maintain your salespeople and to calculate commission.


Blue Link Giftware Inc. - Blue Link Solutions - UserName: admin - [Enter / Change Salespersons]
File Edit Modules Security Utilities Window Help
Salesperson: AMN Norris, Anne M.
Territory: Ontario
Vendor Code AGOLDEN
Overall Rate 1.00%
Pay When? On Invoice On Payment
Pay How? On Gross Sales On Gross Margin
Type Salesperson? Employee Vendor
Commission Method Overall Percent Inventory Method
Quota Gross Sales COGS Receipts Due To Pay
January 0.00 75,296.98 32,223.21 0.00 0.00 0.00
February 0.00 0.00 0.00 0.00 0.00 0.00
March 0.00 0.00 0.00 0.00 0.00 0.00
April 0.00 0.00 0.00 0.00 0.00 0.00
May 0.00 0.00 0.00 0.00 0.00 0.00
June 0.00 0.00 0.00 0.00 0.00 0.00
July 0.00 0.00 0.00 0.00 0.00 0.00
August 0.00 0.00 0.00 0.00 0.00 0.00
September 0.00 0.00 0.00 0.00 0.00 0.00
October 0.00 0.00 0.00 0.00 0.00 0.00
November 0.00 2,134.46 536.56 0.00 0.00 0.00
December 0.00 -1,486.25 347.78 0.00 0.00 0.00
Process Commissions
Advances: 0.00
Pay: 0.00
Prospects/Customers
Form View

A salesperson can either be an employee or a vendor.

**Salesperson**
These two fields are for the 3-digit alphanumeric salesperson number and their name.

**Territory**
The salesperson's territory.

**Employee Number**
You will notice that the Employee filed is greyed out and disabled. Salesperson's commissions do not export to Paymate and thus the reason for this. If the salesperson is an employee, assign them to a generic vendor.

**Vendor Code**
The vendor code should be selected if you are setting up your salesperson to be paid as a vendor.

**Pay When?**
You can either have Solutions calculate the commission and it to the **Due** column either on invoice posting or payment receipt.

**Pay How?**
Select **On Gross Sales** if you are paying commission on the gross selling price of the item. Select **On Gross Margin** if you are paying the commission on the gross margin of the item being sold.

**Type Salesperson**
Select either Employee or Vendor.

**Commission Method**
There are two different calculation methods.

Inventory Method - This method will calculate the commission based on the rate set on each inventory item in the inventory system.

Overall Percent - This method will calculate the commission as entered in the field above this selection.

**Overall Rate**
If using the "Overall Percent" method of calculating commissions, type in the percent to be used.

**CAUTION:** Once you set up the commission system, do not change the Pay When selection. If you do, the system may not properly function. If you need to change a salesperson's way of when they are to be paid, set up a new salesperson record with the new information.

## *Columns*

**Months**
January through December rows

**Quota**
You can type in a sales quota for each month.

**Gross Sales/COGS/Receipts**
These numbers all are generated by the system based on actual sales related to this salesperson.

**Due**
This is the amount of commission currently due the salesperson.

**To Pay**
You can type the amount you intend to pay the salesperson.

**Advances**
Type in the amount of advances already paid to the salesperson.

**Pay**
This is a calculated field. The amounts in the "To Pay" column less any amounts in the "Advances" field.

**Process Commission Button**
When you are ready to process commissions, click the "Process Commissions" button. If the salesperson is an "employee", you will have to manually enter the commission into your payroll program..

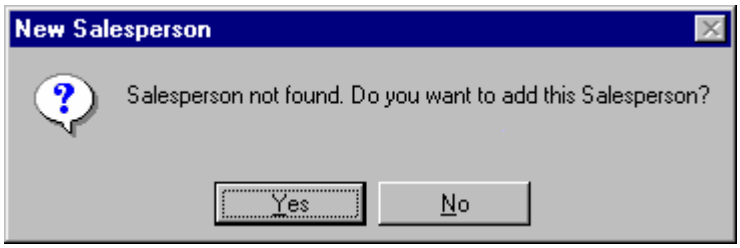
If the salesperson is a "vendor", the previous screen indicates that the transaction has processed as an A/P Voucher and will be in Accounts Payable | Pick Invoices to Pay module. The expense account set up in **System Maintenance | System Master | G/L Information | Outside Commission** will be posted to when the commissions are processed.

**Prospects / Customers Button**
Click this button to view a report listing this employee's assigned prospects.

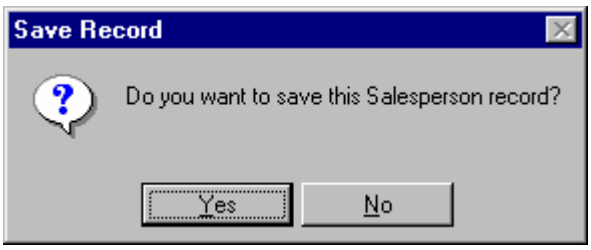
### 18.2.1 SETTING UP A SALESPERSON

Prior to setting up salespeople, make sure their information has either been entered in Payroll or Accounts Payable.

1. Click the "New" button.
2. Click into the "Salesperson" field and type an up to a 3 character alphanumeric code to identify your salesperson and press <Enter>. The following screen will be displayed:



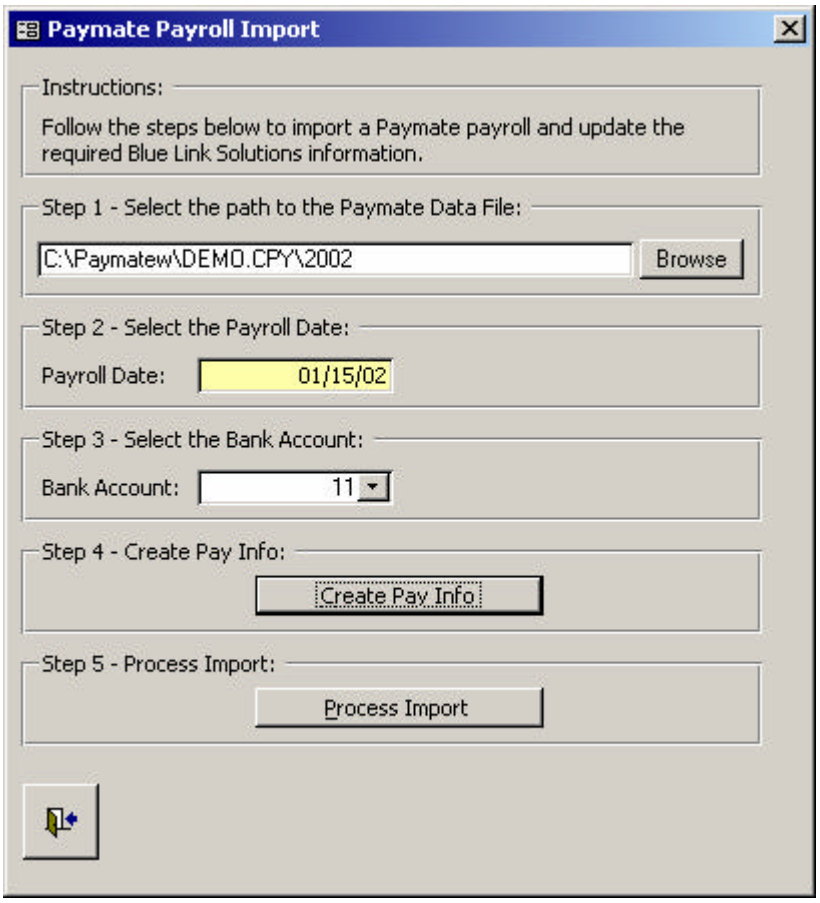

3. Click Yes to add the new salesperson; click No to cancel the request.
4. Type in his/her name
5. Type in his/her territory information.
6. Select the appropriate vendor or employee number to relate the salesperson to the appropriate files in the accounting system.
7. Type in the overall Rate
8. Select the Pay When?, Pay How?, Type Salesperson? And Commission Method options.
9. Click the "Save" button. Once the salesperson record is saved, the salesperson selection will become available to the entire accounting system wherever a salesperson lookup exists.
10. The following screen will be displayed:




11. Click Yes to save the salesperson; click No to cancel the request.

# 18.3 Paymate Payroll Import

The following is only applicable if you are using Paymate for your payroll and want the information to be updated into Blue Link Solutions.


Paymate Payroll Import
Instructions:
Follow the steps below to import a Paymate payroll and update the required Blue Link Solutions information.
Step 1 - Select the path to the Paymate Data File:
C:\Paymatew\DEMO.CPY\2002
Browse
Step 2 - Select the Payroll Date:
Payroll Date:
01/15/02
Step 3 - Select the Bank Account:
Bank Account:
11
Step 4 - Create Pay Info:
Create Pay Info
Step 5 - Process Import:
Process Import

### *Step 1 Select the Path to the Paymate Data File*

You must choose the current year folder beneath the *.CPY folder where your Paymate data resides. In this example the demo data resides in the C:\Paymatew\DEMO.CPY\2002 folder.

### *Step 2 Select the Payroll Date*

Select the cheque date which is already posted in Paymate.

### *Step 3 Select the Bank Account*

Select the bank account where the cheques are drawn from.

### *Step 4 Create Pay Info*

This step creates files from Paymate which Blue Link Solutions can read.

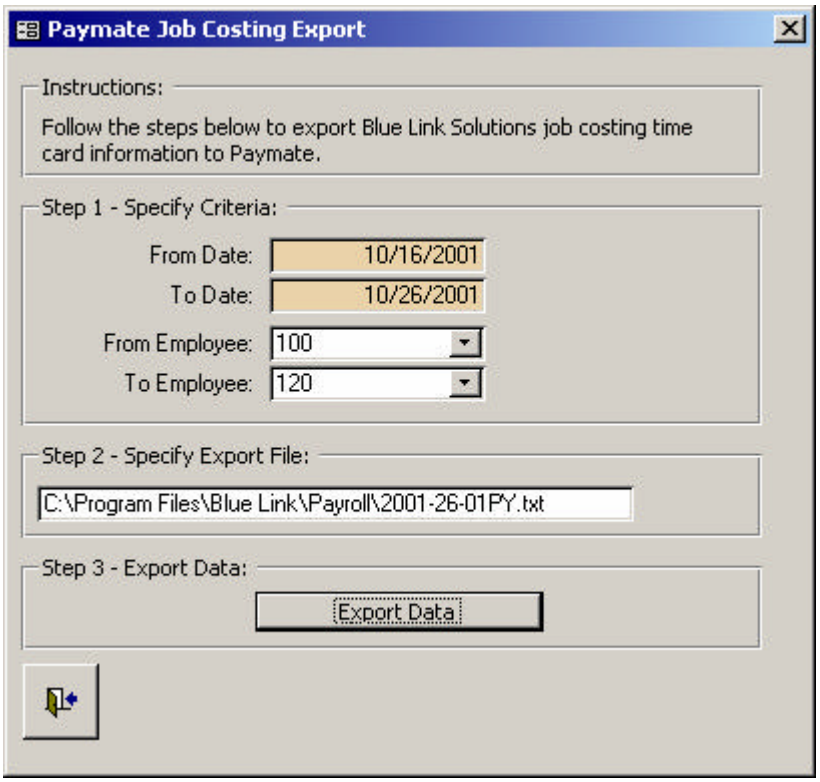
### *Step 5 Process Import*

This final step reads those files and updates the general ledger and bank account sub ledger.

| | |
|---|---|
| Note: | Only process the import once per payroll date. The system updates your General Ledger each time you process for that cheque run date. I.e. you may end up double posting your payroll. |

# 18.4 Paymate – Job Cost Export

Use this routine if you are using Paymate for payroll and Job Costing in Blue Link Solutions. This routine will update the time cards entered in Job Costing | Enter / Change Time Cards




### *Step 1 Specify Criteria*

The first step is to specify the date range of the posted time cards. Then select which employees of that date range you want to be exported

### *Step 2 Specify Export File*

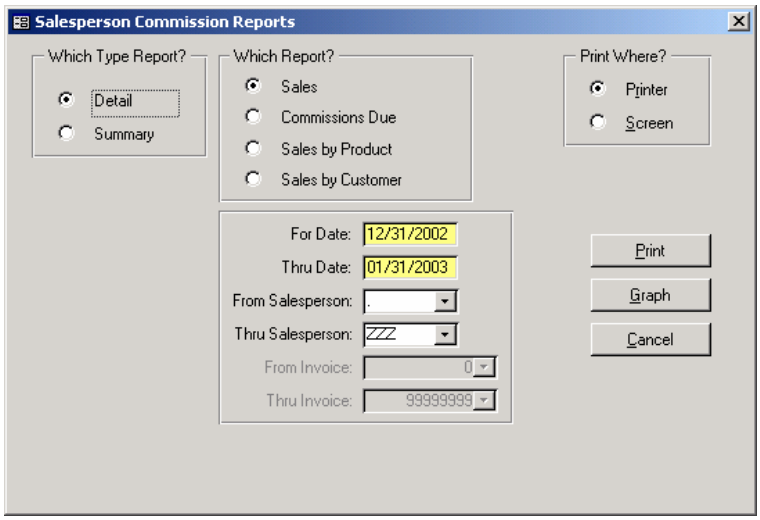
The next step is to specify the path of the file you want created. In this example "C:\Program Files\Blue Link\Payroll\2001-26-01PY.txt" was created, where "C:\Program Files\Blue Link\Payroll" is the path and "2001-26-01PY.txt" is the name of the file created.

### *Step 3 Export Data*

When you are ready, export the data file. This step will create a text file in the location you specified in step 2. In Paymate you will import this text file for your payroll records.

# 18.5 Print Commission Report

Prints a report detailing the commission due to a salesperson. The report may either be reported in detail or in summary and may be limited by date and salesperson. The sales report shows commission on gross sales and the commission due report details the salesperson, invoice number, date, product code and commission.




**Which Type Report?**
You can choose from Detail or Summary reports.

**Which Report?**
You can print either the Sales report or the Commissions Due report.

Sales Report - shows commission on gross sales

Commissions Due Report - details the salesperson, invoice number, date, product code and commission. Each salesperson prints on a separate page.

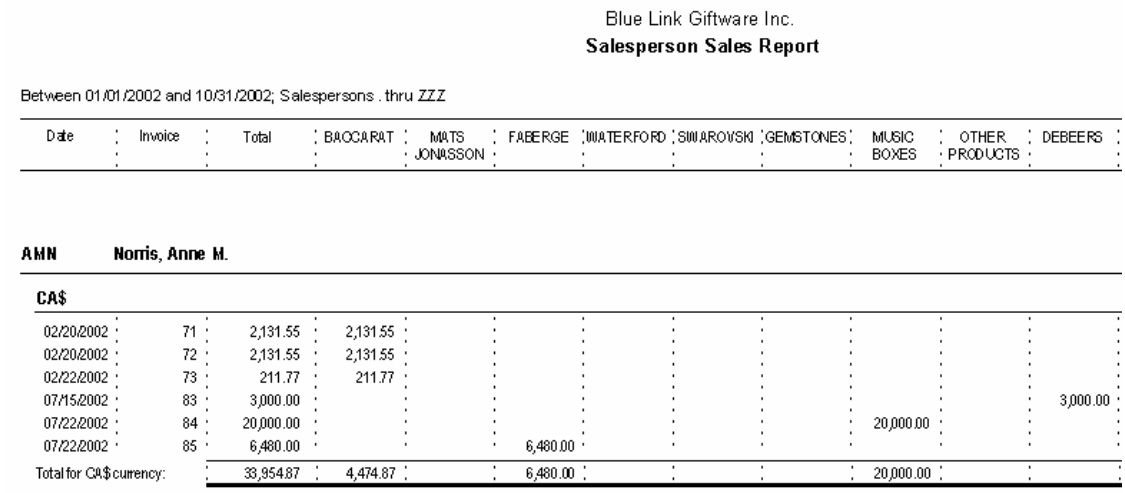
**From/Thru Date**
Type the dates to limit the report to. If you leave the defaults, it will print from the current date through the next week.

**From/Thru Salesperson**
Select the salespeople to limit the report to. If you leave the defaults, it will print all salespeople.

**Print Where?**
You may select for the report to be printed to the printer or to be previewed on screen. Click the "Print" button to send it to the printer or the screen or the "Cancel" button to cancel the request.

## *Sample Salesperson Commission Reports*

**Detailed Salesperson Report**



Blue Link Giftware Inc.

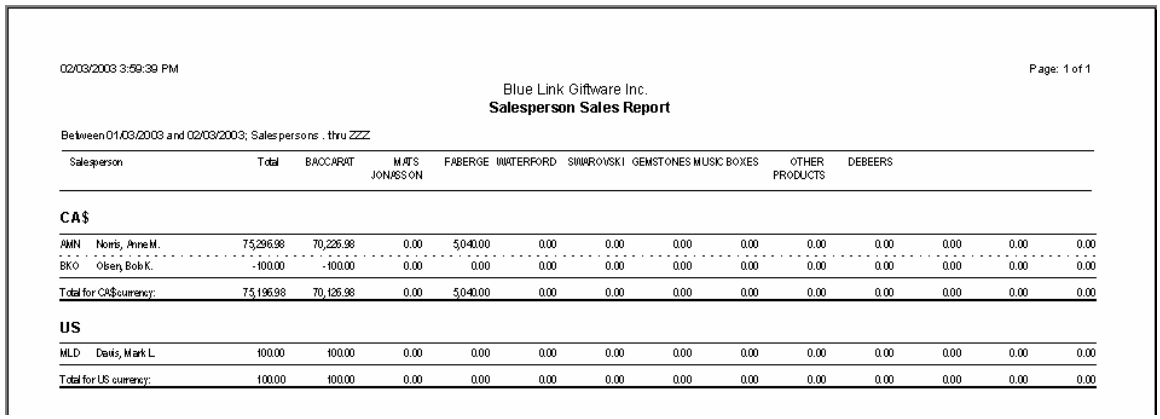
**Salesperson Sales Report**

Between 01/01/2002 and 10/31/2002; Salespersons . thru ZZZ

| Date | Invoice | Total | BACCARAT | MATS JONASSON | FABERGE | WATERFORD | SWAROVSKI | GEMSTONES | MUSIC BOXES | OTHER PRODUCTS | DEBEERS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AMN** | **Norris, Anne M.** | | | | | | | | | | |
| **CA$** | | | | | | | | | | | |
| 02/20/2002 | 71 | 2,131.55 | 2,131.55 | | | | | | | | |
| 02/20/2002 | 72 | 2,131.55 | 2,131.55 | | | | | | | | |
| 02/22/2002 | 73 | 211.77 | 211.77 | | | | | | | | |
| 07/15/2002 | 83 | 3,000.00 | | | | | | | | | 3,000.00 |
| 07/22/2002 | 84 | 20,000.00 | | | | | | | 20,000.00 | | |
| 07/22/2002 | 85 | 6,480.00 | | | 6,480.00 | | | | | | |
| Total for CA$ currency: | | 33,954.87 | 4,474.87 | | 6,480.00 | | | | 20,000.00 | | |

| | |
|---|---|
| Note: | The inventory classes that appear across the top of this report are defined in the Inventory Class configuration in System Interface. |

**Summary Sales Report**



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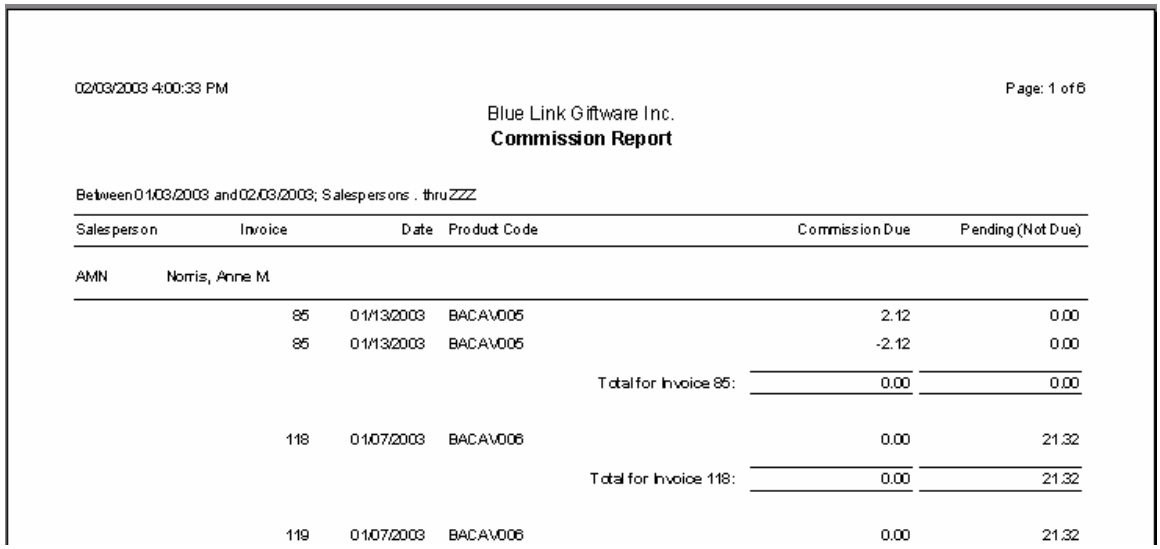
Blue Link Giftware Inc.

**Salesperson Sales Report**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Salesperson | | Total | BACCARAT | MATS JONASSON | FABERGE | WATERFORD | SWAROVSKI | GEMSTONES | MUSIC BOXES | OTHER PRODUCTS | DEBEERS | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CA$** | | | | | | | | | | | | | | |
| AMN | Norris, Anne M. | 75,296.98 | 70,226.98 | 0.00 | 5,040.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BKO | Olsen, Bob K. | -100.00 | -100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total for CA$ currency: | | 75,196.98 | 70,126.98 | 0.00 | 5,040.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **US** | | | | | | | | | | | | | | |
| MLD | Davis, Mark L. | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total for US currency: | | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Detailed Commission Due Report**



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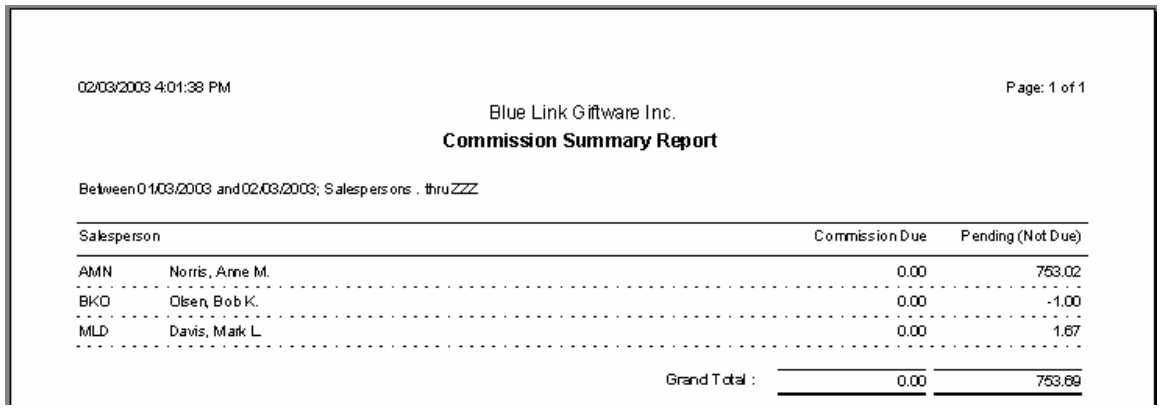
Blue Link Giftware Inc.

**Commission Report**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Salesperson | | Invoice | Date | Product Code | | Commission Due | Pending (Not Due) |
|---|---|---|---|---|---|---|---|
| AMN | Norris, Anne M. | | | | | | |
| | | 85 | 01/13/2003 | BACAVO05 | | 2.12 | 0.00 |
| | | 85 | 01/13/2003 | BACAVO05 | | -2.12 | 0.00 |
| | | | | | Total for Invoice 85: | 0.00 | 0.00 |
| | | 118 | 01/07/2003 | BACAVO06 | | 0.00 | 21.32 |
| | | | | | Total for Invoice 118: | 0.00 | 21.32 |
| | | 119 | 01/07/2003 | BACAVO06 | | 0.00 | 21.32 |

**Summary Commission Due Report**



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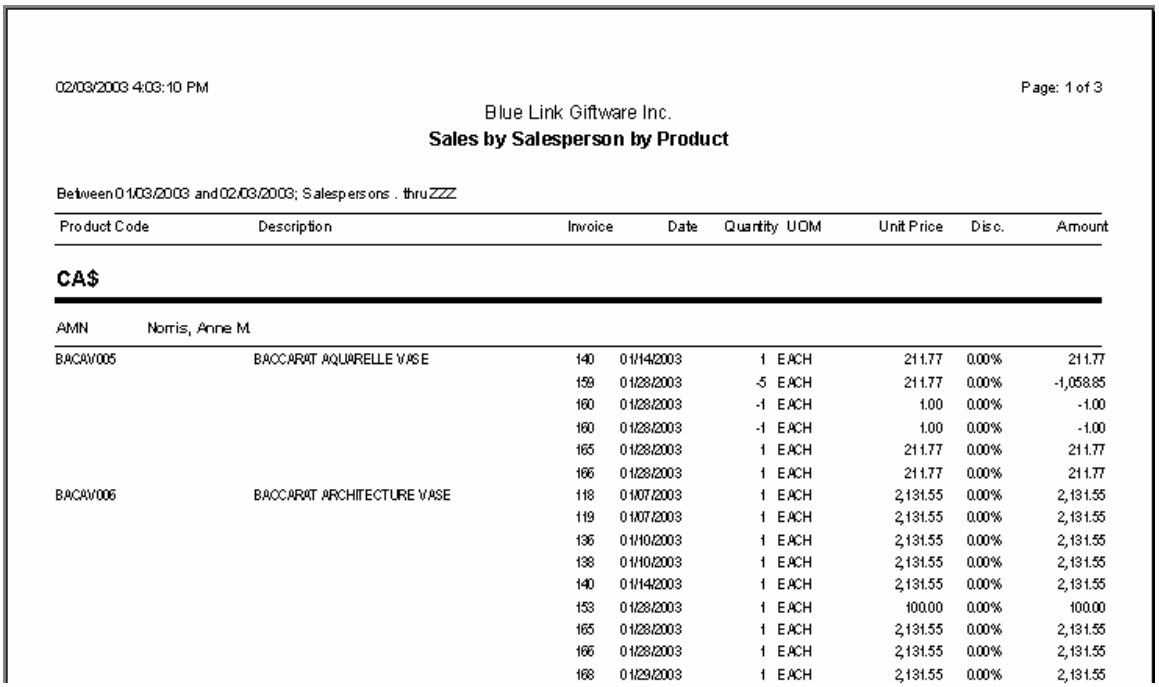
Blue Link Giftware Inc.

**Commission Summary Report**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Salesperson | | Commission Due | Pending (Not Due) |
|---|---|---|---|
| AMN | Norris, Anne M. | 0.00 | 753.02 |
| BKO | Olsen, Bob K. | 0.00 | -1.00 |
| MLD | Davis, Mark L. | 0.00 | 1.67 |
| | Grand Total : | 0.00 | 753.69 |

**Sales by Salesperson by Product**



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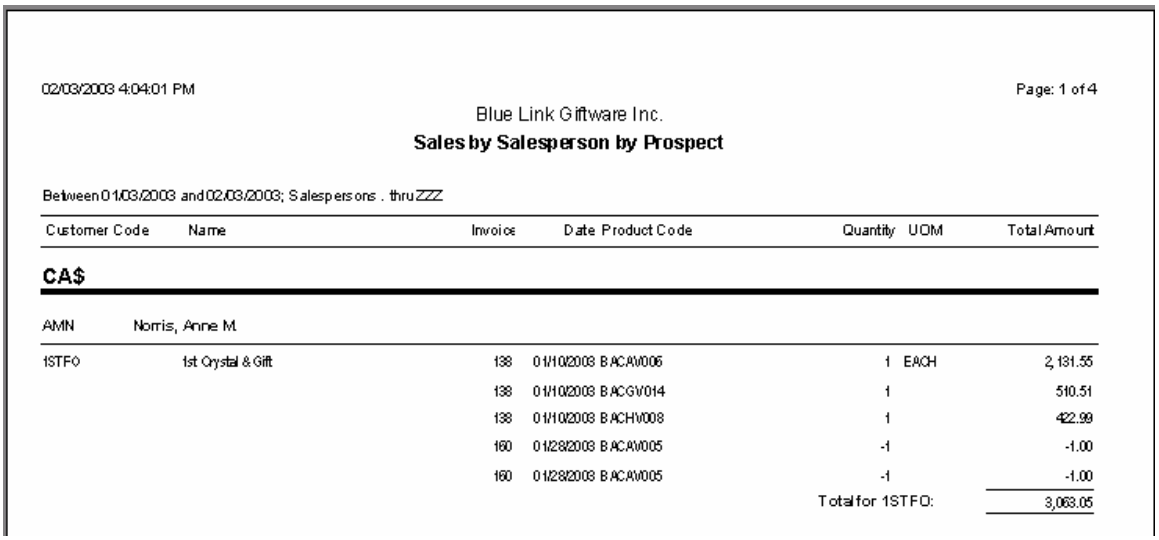
Blue Link Giftware Inc.

**Sales by Salesperson by Product**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Product Code | Description | Invoice | Date | Quantity | UOM | Unit Price | Disc. | Amount |
|---|---|---|---|---|---|---|---|---|
| **CA$** | | | | | | | | |
| AMN | Norris, Anne M. | | | | | | | |
| BACAV005 | BACCARAT AQUARELLE VASE | 140 | 01/14/2003 | 1 | EACH | 211.77 | 0.00% | 211.77 |
| | | 159 | 01/28/2003 | -5 | EACH | 211.77 | 0.00% | -1,058.85 |
| | | 160 | 01/28/2003 | -1 | EACH | 1.00 | 0.00% | -1.00 |
| | | 160 | 01/28/2003 | -1 | EACH | 1.00 | 0.00% | -1.00 |
| | | 165 | 01/28/2003 | 1 | EACH | 211.77 | 0.00% | 211.77 |
| | | 166 | 01/28/2003 | 1 | EACH | 211.77 | 0.00% | 211.77 |
| BACAV006 | BACCARAT ARCHITECTURE VASE | 118 | 01/07/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 119 | 01/07/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 136 | 01/10/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 138 | 01/10/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 140 | 01/14/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 153 | 01/28/2003 | 1 | EACH | 100.00 | 0.00% | 100.00 |
| | | 165 | 01/28/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 166 | 01/28/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |
| | | 168 | 01/29/2003 | 1 | EACH | 2,131.55 | 0.00% | 2,131.55 |

**Detailed Sales by Salesperson by Prospect**



02/03/2003 4:04:01 PM Page: 1 of 4

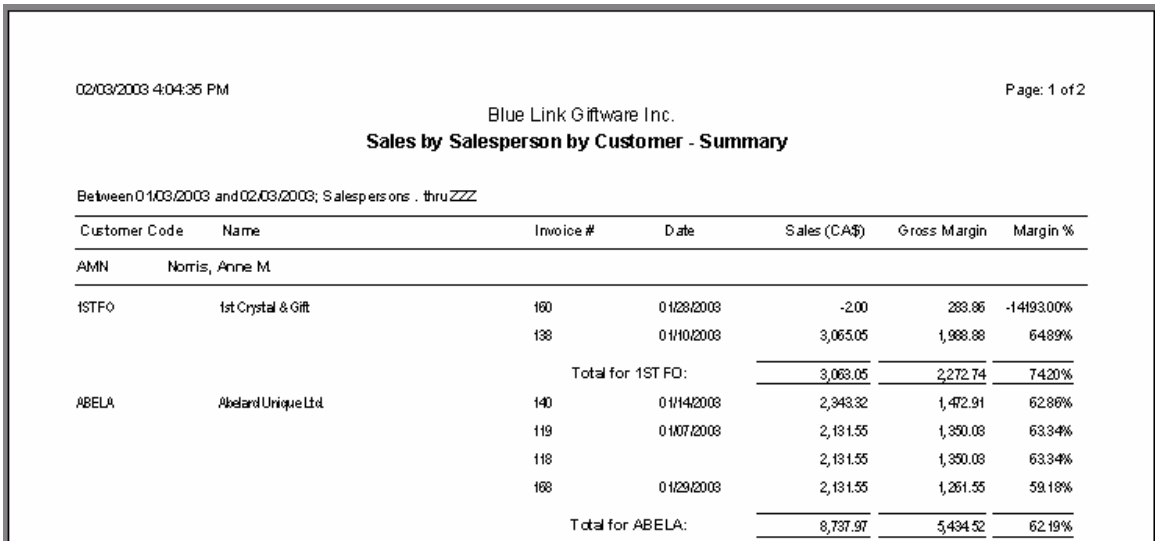
Blue Link Giftware Inc.

**Sales by Salesperson by Prospect**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Customer Code | Name | Invoice | Date | Product Code | Quantity | UOM | Total Amount |
|---|---|---|---|---|---|---|---|
| **CA$** | | | | | | | |
| AMN | Norris, Anne M. | | | | | | |
| 1STFO | 1st Crystal & Gift | 138 | 01/10/2003 | BACAV006 | 1 | EACH | 2,131.55 |
| | | 138 | 01/10/2003 | BACGV014 | 1 | | 510.51 |
| | | 138 | 01/10/2003 | BACHV008 | 1 | | 422.99 |
| | | 160 | 01/28/2003 | BACAV005 | -1 | | -1.00 |
| | | 160 | 01/28/2003 | BACAV005 | -1 | | -1.00 |
| | | | | | Total for 1STFO: | | 3,063.05 |

**Summary Sales by Salesperson by Prospect**



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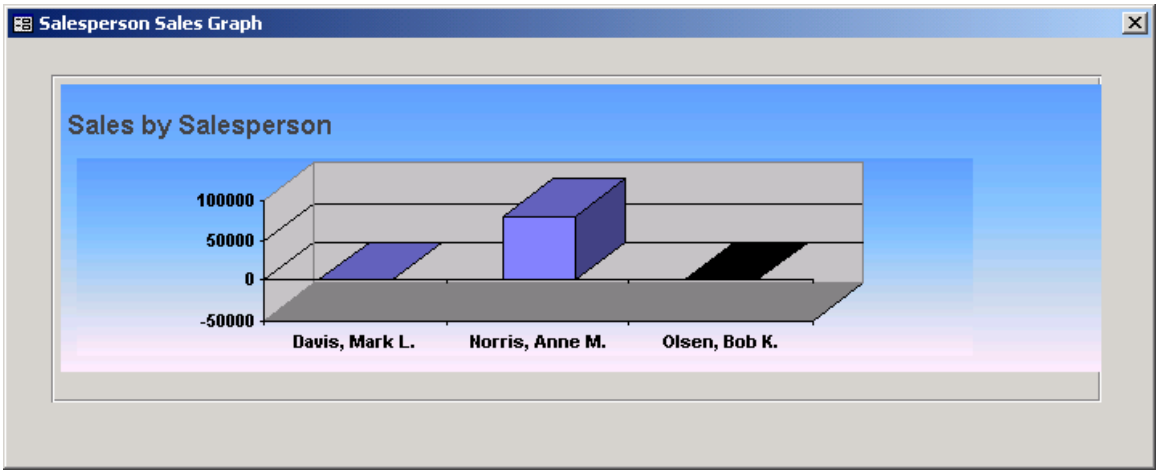
Blue Link Giftware Inc.

**Sales by Salesperson by Customer - Summary**

Between 01/03/2003 and 02/03/2003; Salespersons . thru ZZZ

| Customer Code | Name | Invoice # | Date | Sales (CA$) | Gross Margin | Margin % |
|---|---|---|---|---|---|---|
| AMN | Norris, Anne M. | | | | | |
| 1STFO | 1st Crystal & Gift | 160 | 01/28/2003 | -2.00 | 283.86 | -14193.00% |
| | | 138 | 01/10/2003 | 3,065.05 | 1,988.88 | 64.89% |
| | | | Total for 1STFO: | 3,063.05 | 2,272.74 | 74.20% |
| ABELA | Abelard Unique Ltd. | 140 | 01/14/2003 | 2,343.32 | 1,472.91 | 62.86% |
| | | 119 | 01/07/2003 | 2,131.55 | 1,350.03 | 63.34% |
| | | 118 | | 2,131.55 | 1,350.03 | 63.34% |
| | | 168 | 01/29/2003 | 2,131.55 | 1,261.55 | 59.18% |
| | | | Total for ABELA: | 8,737.97 | 5,434.52 | 62.19% |

**Graph – Sales by Salesperson**



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